

\${College}

\${Date}

Vice-President for Academics
USJ-R, Cebu City

Through: \${Head Registrar}
 University Registrar

Subject:
REQUEST FOR CHANGE OF GRADE

Dear Fr. Bumangabang:

The undersigned respectfully requests for the change of prelim/midterm/final grade/s of the student/s listed below in the subject \${Subject} in the \${Semester} semester, SY \${SchoolYear} from \${PreviousGrade} rating/mark to the following:

Name	Grade	Remark
\${StudentName}	\${NewGrade}	\${Remark}

May this request merit your consideration and favorable action. Thank you.

Respectfully yours,

\${Sender}

Noted by:

\${College Chairperson}	\${College Dean}
\${College Chairperson-Name}	\${College Dean-Name}
\${College Chairperson-Position}	\${College Dean-Position}