

#{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:

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