To

[The Recipient]  
[Designation]

Dear Ms. Sarah,

It is a pleasure and a great learning experience to study this ABC course from you. I have been able to grasp all the concepts because of your amazing teaching methodology.

However, although my concepts are clear I have been feeling that my grades are not at the same level as my understanding. I am writing this letter as a formal request to you to evaluate my work purely based on its quality, and not my personal opinions. I understand that I am a different person than you, but I believe everyone has the liberty to have their own opinions. I respect your liberal views, and I request you to respect my conservative views as well.

I guarantee you that my conservative opinions do not affect my work at all. I am a hardworking student and belong to a traditional middle-class family. Therefore, I cannot survive in this college without getting a scholarship. My low grades in the ABC course may impact my scholarship money. I request you to consider my work based on its quality and content.

I hope you will accept my request. I do not intend to offend you in any way, and I apologize in advance if you are offended by anything that I said or wrote. Thank you for your understanding, and I am highly grateful to you for transferring your knowledge to us.

Regards,

David Schaff.