

# Appeal for Certification Exam Reconsideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Office of Certification

[Certification Authority Name]

[Address]

[City, State, Zip Code]

Dear [Certification Authority/Committee Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my recent certification exam taken on [exam date], for the [certification name]. I was informed of my result on [result date], and I would like to request a reconsideration.

Upon reviewing my performance, I believe that there were some mitigating circumstances that may have affected my results. [Briefly explain circumstances, if applicable]. I have always been committed to my study and preparation for this certification, and I am truly passionate about contributing to the [related field/profession].

I kindly request an opportunity for my exam to be reviewed again, as I believe that I meet the necessary qualifications and have demonstrated my knowledge and skills sufficiently.

Thank you for considering my appeal. I look forward to your prompt response regarding my request. Please do not hesitate to contact me if you need any further information.

Sincerely,

[Your Name]

[Your Certification ID, if applicable]