

Request for Re-examination

Date: [Insert Date]

To,
[Examining Authority's Name]
[Institution Name]
[Institution Address]

Dear [Examining Authority's Name],

I hope this message finds you well. I am writing to formally request a re-examination for the [specific certification exam name], which I attempted on [original exam date]. Unfortunately, due to [brief explanation of reason for request, e.g., unforeseen circumstances, health issues], I was unable to perform to the best of my abilities.

I have reviewed the policies regarding re-examinations, and I believe I fulfill the necessary criteria. I am committed to improving my performance and would greatly appreciate your understanding and consideration of my request.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Student/Registration Number]