

Letter of Appeal for Retaking Missed Exam

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/College Name]

[Department Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for the opportunity to retake the [Name of Exam] that I missed on [Date of the Exam].

Unfortunately, I was unable to attend due to [brief explanation of the reason, e.g., a medical emergency, personal circumstances, etc.]. I understand the importance of this exam in my academic progress and am committed to demonstrating my knowledge and skills in the subject.

I kindly request your consideration for a rescheduling of the exam, as I am eager to fulfill my responsibilities as a student and ensure my performance accurately reflects my capabilities.

Thank you for your time and understanding. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]