

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request approval for a retake of the [specific exam name] that was held on [exam date]. Due to [briefly explain reason, e.g., illness, personal circumstances], I was unable to perform to the best of my ability.

I understand the importance of maintaining academic integrity and standards and assure you that my request stems purely from [reason]. I am committed to my academic success and would appreciate your consideration in allowing me the opportunity to retake the exam.

Thank you for your attention to my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Course Name/Code]