

Dear [Instructor's Name],

I hope this message finds you well. I am writing to inquire about the possibility of retaking the [Name of Exam] that was held on [Date of Exam]. Due to [briefly explain reason, e.g., unforeseen circumstances, illness], I was unable to perform to the best of my abilities.

Could you please inform me about the eligibility criteria and process for requesting a retake? I appreciate your guidance and assistance in this matter.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Student ID]

[Your Course/Program Name]

[Your Contact Information]