

# Request for Authorization to Retake Failed Exam

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Institution/Organization Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request authorization to retake the [specific name of the exam] that I unfortunately did not pass on [date of the exam]. I understand the importance of this exam and have taken steps to ensure that I am adequately prepared for the next opportunity.

Despite my efforts, I encountered challenges that affected my performance, and I am committed to improving my understanding of the material. I believe that with additional preparation, I will be able to demonstrate my knowledge and skills effectively.

I kindly ask for your understanding of my situation and grant me the opportunity to retake the exam. Please let me know if there are specific requirements or procedures I should follow to formalize this request.

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

Sincerely,

[Your Name]