

# Request to Reschedule Examination Retake

Date: [Insert Date]

To,

[Instructor's Name]

[Course Name or Code]

[Institution's Name]

[Institution's Address]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my examination retake for [Course Name or Code], originally scheduled for [Original Date]. Due to [brief explanation of the reason, e.g., a medical emergency, personal obligation], I am unable to attend on that date.

I understand the importance of adhering to examination schedules and assure you that I am committed to fulfilling all course requirements. If possible, I would appreciate an opportunity to retake the examination on [Proposed New Date(s)] or at your earliest convenience.

Thank you for considering my request. I look forward to your understanding and guidance on how to proceed.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]