

# Request for Second Chance at Examination

Date: [Insert Date]

To,

The Examination Committee,  
[Institution Name]  
[Institution Address]

Dear Members of the Examination Committee,

I hope this letter finds you well. I am writing to formally request a second chance to take the [Name of Examination] that I was unable to pass on my previous attempt on [Date of Previous Examination].

Despite my efforts to prepare for the exam, unforeseen circumstances [briefly explain circumstances, e.g., illness, family emergency] hindered my ability to perform to the best of my abilities. I genuinely believe that I can achieve a better result if given another opportunity.

I understand the importance of the examination and assure you that I am committed to preparing more effectively this time. I kindly request that you consider my appeal and grant me permission to retake the exam on the next available date.

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

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Program/Year]  
[Your Contact Information]