

Request for Bilingual Exam Versions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the provision of bilingual versions of upcoming examinations. As a student committed to achieving academic success, I believe that access to materials in both [Language A] and [Language B] will significantly enhance my understanding and performance.

Research has shown that comprehension is improved when students can engage with content in their preferred language. Therefore, I kindly request that you consider offering bilingual versions of the exam for [Course/Subject Name] scheduled on [Exam Date].

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

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]