Course Repeat Request

Date: [Insert Date]

[Advisor's Name]

[Department Name]

[University Name]

[University Address]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request permission to repeat the course [Course Name] (Course Code: [Course Code]) that I attempted during the [Semester/Year].

Unfortunately, I faced [insert reason, e.g., personal challenges, health issues] that impacted my performance in the course. I believe that with additional effort and the knowledge gained from my previous experience, I will be able to achieve a better understanding of the material.

Thank you for considering my request. I am looking forward to your guidance and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program and Year]

[Your Contact Information]