

# Request for Guidance on Retaking a Course

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Advisor's Name]

[Department Name]

[Institution Name]

[Institution Address]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to seek your guidance regarding the possibility of retaking the course [Course Name] that I previously enrolled in during [Semester/Year]. Due to [brief explanation of the reason for retaking], I did not achieve the desired outcome and would like to improve my understanding and skills in this subject.

I would appreciate your advice on the steps I need to take in order to retake this course, including any prerequisites or forms that need to be completed. Additionally, if there are any recommended resources or strategies that you suggest to help me succeed this time around, I would be grateful for your insights.

Thank you for your time and support. I look forward to your response.

Sincerely,

[Your Name]

[Student ID (if applicable)]