

Letter of Inquiry for Repeating a Failed Class

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of repeating the [Class Name] that I unfortunately did not pass during the [Semester/Year]. I encountered several challenges that adversely affected my performance, and I am committed to improving my understanding of the material.

I would greatly appreciate any guidance on the process for enrolling in the course again, as well as any additional resources or support services that might be available to help me succeed this time around.

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

Sincerely,

[Your Name]