

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Department Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support in my inquiry about repeating a class that I unfortunately did not pass during the last semester. The course in question is [Course Name], and I believe that retaking it will significantly enhance my understanding and academic performance.

Despite my efforts, I faced [briefly explain any challenges faced, e.g., personal issues, health problems] that affected my performance in the class. I am committed to improving my skills and knowledge in this subject and would greatly appreciate any guidance or support you could offer regarding the process of repeating the class.

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

Sincerely,

[Your Name]