

Subject: Request for Support Regarding Course Retake Policies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[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 formally request your support regarding the current policies on course retakes at [Institution's Name]. As a dedicated student, I am committed to achieving academic excellence, but unforeseen circumstances have adversely affected my performance in [specific course name/subject].

I believe that the opportunity to retake this course would greatly assist me in demonstrating my understanding of the material and improving my overall academic standing. I kindly ask for your guidance on the procedure to formally initiate a retake request and any necessary documentation I may need to provide.

Thank you for considering my request. I appreciate your time and support and look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]