

# Application for Second Chance Exam

To,  
The Principal,  
[School/College Name],  
[Address],  
[City, State, Zip Code]

Date: [Insert Date]

Respected Sir/Madam,

I am [Your Name], a student of [Your Class/Program] bearing roll number [Your Roll Number]. I am writing to formally request a second chance examination for [Course/Subject Name] due to [Reason for Request].

Despite my efforts, I was unable to perform satisfactorily on the original exam held on [Date of Original Exam]. I understand the importance of maintaining academic standards and am willing to undertake any necessary steps to demonstrate my commitment to my studies.

I would sincerely appreciate your consideration of my request for a second chance. I am eager to prove my understanding of the subject matter and improve my academic performance.

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

Sincerely,  
[Your Signature (if submitting a hard copy)]  
[Your Name]  
[Your Contact Information]  
[Your Email Address]