

[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 formally request the opportunity to retake the [Name of Exam] that was held on [Date of Original Exam]. Due to [brief explanation of reasoning, e.g., unforeseen circumstances, illness], I was unable to perform to the best of my abilities.

I take my academic responsibilities seriously and am eager to demonstrate my understanding of the course material. I kindly ask for your consideration in allowing me to retake the exam at a time that is convenient for you.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]