

Letter of Justification for Examination Retake

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a retake of the [specific examination name] that was held on [examination date]. I believe that my performance during the exam was impacted by [brief explanation of the circumstances, e.g., illness, personal issues, etc.].

Due to [elaborate briefly on the circumstances], I was unable to perform to the best of my abilities. I have attached [any supporting documents, if applicable] to corroborate my situation.

I am committed to my studies and believe that a retake of this examination would provide me with a fair opportunity to demonstrate my understanding of the material. I kindly ask for your consideration in granting this request.

Thank you for your time and understanding. I look forward to your positive response.

Sincerely,

[Your Name]