

# Letter of Necessity for Retaking Examination

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request permission to retake the [specific examination name] that was held on [original exam date]. Due to [brief explanation of the reason, e.g., illness, personal circumstances], I was unable to perform to the best of my ability.

I understand the importance of this examination in my academic progress, and I assure you that I am committed to rectifying this situation. I kindly ask for your support in allowing me to retake the examination at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program/Department]