

Re-Exam Notification

Date: [Insert Date]

To,

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

This letter is to formally notify you that you have been granted permission to retake the examination for [Course/Subject Name]. As per the academic regulations, your re-exam is scheduled for [Date of Re-Exam] at [Time] in [Location].

Please ensure that you prepare adequately for the examination. Should you have any questions or require further assistance, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Institution Name]