

Subject: Permission Inquiry for Re-Examination

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission to re-examine the [specific subject or exam name] that I undertook on [date of original exam]. Due to [brief reason for re-examination request, e.g., unforeseen circumstances or health issues], I believe that a re-examination would allow me to demonstrate my true understanding of the material.

I kindly ask for your consideration of my request and would greatly appreciate any guidance you could provide on the process involved in obtaining permission for a re-examination.

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

Sincerely,
[Your Name]