

# Petition for Exam Retake Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally petition for authorization to retake the [specific exam name] that was held on [exam date]. Due to [brief explanation of the circumstances that led to the request], I was unable to perform to the best of my abilities.

I take my academic responsibilities seriously and have been fully committed to my studies. Unfortunately, [provide any relevant details or supporting information]. As a result, I believe that retaking the exam would provide me the opportunity to demonstrate my knowledge and improve my overall performance in the course.

I respectfully request your consideration of my situation and the opportunity to retake the exam at your earliest convenience. I am willing to comply with any conditions you may set forth and would be grateful for any guidance on the necessary steps to proceed with this request.

Thank you for considering my petition. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]