

Request for Re-assessment Opportunity

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution or Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an opportunity for a re-assessment of my performance in [specify course, project, or examination] conducted on [insert date].

Upon reviewing my results, I believe there may be valid grounds for reconsideration due to [briefly explain reasons or situations prompting the request]. I am eager to fully understand my performance and ensure that my efforts are accurately recognized.

Thank you for considering my request. I am hopeful for the opportunity to discuss this matter further.

Sincerely,

[Your Name]