

Provisional Appeal Letter for Exam Retake

Subject: Request for Examination Retake

Dear [Instructor/Examination Office],

I am writing to request permission to retake the [Exam Name] held on [Date].

Due to [reason, e.g., medical emergency], I was unable to perform to the best of my ability.

I respectfully request the opportunity to retake the examination.

Thank you for considering my appeal.

Sincerely,

[Your Name]

[Student ID]

[Course Name]

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