**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

**[Recipient Name]**

[Title]

[Organization or Company Name]

[Address]

[City, State ZIP Code]

**Subject: Exam Retake Appeal – [Course Code]**

Dear [Recipient Name],

My name is **[Your Name]**, and I am a student in your **[Course Code]** class. My ID is **[Your ID Number]**, and I am a batch **[Batch Number]** member. I'm writing to seek a retake of the **[Exam Name]** on **[Exam Date].**

Unfortunately, I could not attend the exam because of **[reason for absence]**. As verification, I have attached a medical certificate/evidence to this letter. I recognize that the circumstances were beyond my control, and I am profoundly disappointed that I could not take the exam.

I am asking for a retake of the test as soon as possible because it will allow me to demonstrate my grasp of the course material and complete the class requirements. Please let me know if there are any other procedures I must do to be eligible for a retake.

Thank you for taking the time to look into my request. Please call me at **[Your Phone Number]** or [Your Email Address] to let me know how my request is progressing.

**Sincerely,**

**[Your Name]**

**Enclosures: [Medical certificate or any other evidence]**

**Cc: [Department Head/Course Coordinator]**

**\*Note: The letter is offered as an example, and the content should be modified with the specifics of your circumstance. Also, double-check the format, spelling, and punctuation before emailing it.**