

## **Request for Special Consideration for Exams Due to Low Attendance**

[Your Name]

[Your Student ID]

[Your Program/Major]

[Your Contact Information]

[Date]

[Department Head's Name]

[Department Name]

[College/University Name]

[Department Head's Contact Information]

Subject: Request for Special Consideration for Exams Due to Low Attendance

Dear [Department Head's Name],

I hope this letter finds you well. I am writing to respectfully request your consideration for allowing me to take the upcoming exams for the [Course Name and Code], even though my attendance in the class has been low.

I understand the importance of attending classes regularly to fully benefit from the educational experience. Unfortunately, due to circumstances beyond my control, my attendance in [Course Name and Code] has been affected, resulting in my current attendance percentage falling below the required threshold.

I want to assure you that my commitment to my studies remains unwavering. While my attendance has been low, I have been diligently studying the course material on my own and seeking guidance from fellow students to catch up on missed content. I acknowledge the importance of the exams as a means of assessing my understanding of the subject matter.

I kindly request your understanding and approval to allow me to take the exams for [Course Name and Code]. I am confident in my ability to perform well and demonstrate my knowledge of the material through these assessments. I am willing to take any additional steps necessary to address any concerns you may have about my preparation for the exams.

I deeply regret any inconvenience my low attendance may have caused and assure you that I have learned from this experience. I am committed to attending all future classes and engaging actively to ensure a more favorable attendance record.

Thank you for considering my request. I appreciate your understanding of my circumstances and look forward to your response.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]