

Sarath
11G, Heavens apartment, OMR
Chennai, 600031
Date: 12-04-2024

Examination Controller
VIT CHENNAI
Kelambakkam
Chennai, Tamil Nadu
600017

Subject: Request for Re-examination

Respected Sir,

I hope this letter finds you well. I am writing to request a re-examination for the exam that was conducted on . Unfortunately, I was unable to attend it due to my medical issues.

I understand the importance of the exam and acknowledge my responsibility for the outcome. I have thoroughly reviewed my mistakes and have taken necessary steps to improve my understanding of the subject matter.

I kindly request you to consider my request for a re-examination to demonstrate my true capabilities. I assure you that I will prepare diligently and perform to the best of my abilities.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
Sarath