**Request for Re-Examination**

[Your Name]

[Date]

[Principal's Name]

[School Name]

[School Address]

Subject: Request for Re-Examination

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a re-examination for the [subject] examination that I recently took on [date]. I am currently a student in [your grade/class] at [school name].

I believe that my performance in the aforementioned examination does not reflect my true understanding of the subject matter. There were unforeseen circumstances during the exam that significantly affected my concentration and ability to perform at my best. Despite my best efforts, I believe my performance was below my usual standards.

I kindly request that you consider granting me the opportunity to retake the examination under fair and equal conditions. I am confident that with a fair chance, I can demonstrate a better grasp of the material and achieve a more accurate representation of my knowledge in the subject.

I understand that there may be specific guidelines or procedures for requesting a re-examination, and I am willing to comply with all such requirements. If there are any associated fees or forms that need to be completed, please inform me, and I will promptly follow the necessary steps.

I genuinely value my education and the standards upheld by our school. I believe that providing an opportunity for re-examination aligns with these principles and ensures a fair evaluation of students' knowledge.

I would appreciate your consideration of my request and any guidance you can provide regarding the process. If needed, I am prepared to discuss this matter further with you or any relevant faculty members.

Thank you for your understanding and consideration.

Sincerely,

[Your Name]

[Your Student ID]

[Contact Number]