Re Exam Request Letter

The principal

[School Name]

[Address]

[Date]

Subject: Application for a re-exam

Madam,

As the parent of Sonakshi Sinha, I am writing to request a re-examination for her. As I informed you before the commencement of the half-yearly exams, she was hospitalised two days before the scheduled date for exams due to malaria. Although she managed to appear for last three exams, she missed the first two exams of Mathematics and English subject.

Please, allow her to take the exam again at a time that is convenient for you. The subject instructors have been asked to create a fresh examination paper. With this application, I included a medical certificate as proof. Thank you very Much for the coordination, madam.

Yours sincerely

Shashi Sinha

[Signature]