Date: [Date]

To

Dr. [Professor's Name]

Professor of Economics

Department of Economics

[University Name]

Subject: Application for Retake of Microeconomics Exam

Dear Dr. [Professor's Name],

I am [Your Name], a student of batch [Your Batch] at [University Name] doing [Your Program]. I'm requesting that my Microeconomics exam be retaken.

As you may be informed, I could not take the exam on the planned day due to a medical issue. I have included a copy of my medical certificate to verify my sickness. Despite my best attempts, I could not notify the department or make alternate arrangements at the time.

I recognize that skipping a test without prior warning is unacceptable, and I genuinely apologize for any trouble this has caused. However, I hope you would take into account my request for a retake due to mitigating circumstances.

I have always been a hardworking student, and I am sure that if given a chance, I will be able to exhibit my knowledge of the topic and perform to the best of my abilities. A retake of this test would give me an excellent opportunity to improve my overall performance in the course and attain my academic objectives.

Thank you for taking the time to review my request. If you have any more questions or require any other information, please contact me at [Your Contact Information].

Sincerely,

[Your Name]