**TEMPLATE**

**LETTER OF REQUEST FOR ARRANGING SPECIAL EXAM**

To,  
The Principal,  
\_\_\_\_\_\_\_\_\_\_\_\_ **(Name of the School)**  
\_\_\_\_\_\_\_\_\_\_\_\_ **(Address)**

Date: \_\_/\_\_/\_\_\_\_ **(Date)**

Subject: **Request for special exam**

Respected Sir/Madam,

With due respect, I would like to inform you that my name is \_\_\_\_\_\_\_\_ **(name)** and I study in \_\_\_\_\_\_\_ **(class)** of your reputed school i.e., \_\_\_\_\_\_\_\_\_\_\_\_\_ **(school name)**. My roll number is \_\_\_\_\_\_\_\_\_ **(mention roll number).**

I write this letter to request you for arranging special examination for me. The mentioned exam was conducted in \_\_\_\_\_\_\_\_\_\_ **(mention month/ quarter)** of \_\_\_\_\_\_\_\_\_ **(mention year)**. I was unable to give the mentioned examination as \_\_\_\_\_\_\_\_\_\_\_\_ **(I was unwell/ I was out of** **town/ did not knew about the examination/ any other).**

Therefore, I request you to kindly arrange a special examination for me as this is affecting my overall performance score. I shall be highly obliged for your kind support. Kindly consider this as a genuine request.

Thanking you,  
\_\_\_\_\_\_\_\_\_\_\_\_ **(Your name),**\_\_\_\_\_\_\_\_\_\_\_\_ **(Roll number)**