

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a reconsideration of my recent CBT examination results, which I believe do not accurately reflect my knowledge and abilities.

I completed the exam on [exam date] and received my results on [results date]. After thoroughly reviewing my performance, I have identified specific areas that may have impacted my results, including [briefly explain reasons, e.g., technical difficulties, misunderstanding of questions, etc.].

I respectfully ask that you review my case and consider my request for a re-evaluation of my examination. I am more than willing to provide any additional information or documentation that may be required to support my appeal.

Thank you for taking the time to consider my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]