

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[CFA Institute Name]
[Institute Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for CFA Exam Results

I hope this letter finds you well. I am writing to formally appeal the results of my [Level I/II/III] CFA exam held on [Exam Date]. My candidate number is [Candidate Number].

Upon receiving my results, I was surprised to learn that I did not pass the exam. I believe there were several circumstances that may have affected my performance, including [briefly explain any extenuating circumstances, if applicable, such as health issues, personal matters, etc.].

I have invested significant time and effort into preparing for this exam, including [mention any specific study methods, resources, or time committed]. Given these factors, I respectfully request a reconsideration of my examination results.

I am eager to understand the specific areas where I may have fallen short and seek your guidance on how I can improve for future attempts.

Thank you for your attention to this matter. I appreciate your understanding and look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]