To,
Deputy Registrar,
Academics & Exams

Through Dean, SCIS

Sir,

I have failed in			of	
	Semester	(Name of the Course)	(CourseCode)	C
	Semester	(Name of the Course)	(CourseCode)	
	Semester	(Name of the Course)	(CourseCode)	
4.	Semester	(Name of the Course)	(CourseCode)	
		Kindly permit us to do recourse during —-	session.	
		Thanking you,		

Yours sincerely