

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Request to be Retested

Dear :

We are requesting that your be retested for {drug, academic, skills, etc.}. Please report to {location} on {date} at {time}.

Thank you for your cooperation in this matter. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E