

# **Subject: Request for Update on Licensing Exam Venue Changes**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update regarding the changes to the venue for the upcoming licensing exam scheduled for [Exam Date].

As the exam date approaches, I would appreciate any information you could provide about the new venue location, directions, and any other relevant details to ensure a smooth examination process.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]