Request for Certification Exam Exemption

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an exemption from the upcoming certification exam for [Certification Name] scheduled on [Exam Date]. I believe that my circumstances warrant consideration for this exemption.

[Briefly explain your reasons for the exemption, e.g., extenuating circumstances, prior qualifications, etc. Be clear and concise.]

I am committed to maintaining the standards expected of certified professionals and believe that this request is justified based on my qualifications and experience. I have attached supporting documentation for your review.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]