

# Letter of Request for Certification Exam Rescheduling

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Certification Board Name]

[Address of Certification Board]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming certification exam originally set for [Original Exam Date]. Due to [brief explanation of the reason, e.g., a medical emergency, personal conflict], I am unable to attend on that date.

I would greatly appreciate the opportunity to reschedule the exam to a later date. I am available on [provide two or three alternative dates]. I understand the policies regarding rescheduling and will comply with any necessary procedures.

Thank you for considering my request. I look forward to your response and hope for a positive resolution.

Sincerely,

[Your Name]

[Your Certification ID, if applicable]