

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding the scheduling of the upcoming exams.

It has come to my notice that the exam for [Course/Subject Name] is scheduled on [Date] at [Time]. Unfortunately, this timing conflicts with [reason for the scheduling issue, e.g., another exam, personal commitment].

Given this situation, I kindly request your assistance in rescheduling the exam to an alternative date or time, if possible. I believe this change would help ensure that all students are able to perform at their best without any undue stress.

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

Sincerely,

[Your Name]

[Your Student ID/Number]

[Your Contact Information]