

Letter of Request for Discussion on Conflicting Examination Dates

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss a scheduling conflict I am facing with my upcoming examinations. I have noticed that the dates for [Examination 1] and [Examination 2] are set for [Date of Examination 1] and [Date of Examination 2], respectively. Unfortunately, these dates coincide, and I am unable to attend both.

I would greatly appreciate the opportunity to discuss possible alternatives or solutions to resolve this conflict. My education is very important to me, and I want to ensure I am adequately prepared for both assessments.

Thank you for your understanding, and I look forward to your prompt response.

Sincerely,

[Your Name]