

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally explain a scheduling conflict that has arisen with my upcoming exams for [Course/Subject Name].

As per the exam timetable, I am scheduled to sit for [Exam Name] on [Date] at [Time]. However, I have also been assigned a different exam for [Other Exam Name] on the same date and time, which has created a significant conflict.

I kindly request your assistance in resolving this issue. I am committed to ensuring that I fulfill all my academic obligations and would greatly appreciate any guidance on how I can manage this situation. I am available for further discussion at your convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]