

Inquiry About Exam Schedule Overlap

Dear [Exam Coordinator's Name],

I hope this message finds you well. I am writing to inquire about the upcoming exam schedule, specifically regarding a potential overlap in my exams.

My name is [Your Name], and I am a student in the [Your Course/Program Name] program. I have noticed that my exams for [Subject 1] and [Subject 2] are scheduled on [Dates/Times], which conflicts with each other.

I would greatly appreciate any clarification regarding this matter and any possible solutions you may suggest. Thank you for your attention to this issue.

Looking forward to your prompt response.

Best regards,
[Your Name]
[Your Student ID]
[Your Contact Information]