

# Notice of Exam Date Conflict

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notice of Exam Date Conflict

Dear [Recipient Name],

I am writing to formally notify you of a conflict regarding the scheduled exam for [Course/Subject Name] on [Scheduled Exam Date].

It has come to my attention that the exam coincides with [Reason for Conflict, e.g., another exam, a scheduled commitment]. This overlap poses a challenge for me to participate in both events adequately.

I kindly request your assistance in resolving this issue. If possible, could I be considered for a different exam date or an alternative arrangement?

Thank you for your understanding and support in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]