

Notification of Conflicting Exam Dates

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Conflicting Exam Dates

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of a scheduling conflict regarding my upcoming exams.

As per the current exam timetable, I have been scheduled to take the following exams:

- [Course Name] - Date: [Insert Date] - Time: [Insert Time]
- [Course Name] - Date: [Insert Date] - Time: [Insert Time]

Unfortunately, these two exams are scheduled at the same time, and I will not be able to attend both.

I kindly request your assistance in resolving this conflict. Please let me know if there are any options available for rescheduling one of the exams.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]