

Subject: Request for Rescheduling Exam

Dear [Professor/Instructor's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming exam for [Course Name], which is currently scheduled for [Original Date and Time]. Due to a scheduling conflict, I am unable to attend the exam on that date.

I have a prior commitment that I cannot change, and I would greatly appreciate your understanding in this matter. If possible, I would like to request to take the exam on [Proposed Date and Time], or any other date that may be convenient for you.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Contact Information]