

Exam Extension Appeal Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I am writing to formally request an extension for my upcoming exam scheduled on [Insert Exam Date] due to a health condition. I have been experiencing [briefly describe the health condition] which has significantly impacted my ability to prepare for the exam.

Despite my efforts to maintain my study schedule, my condition has [explain how it has affected your studying or attendance]. As my health is a priority, I have consulted with my healthcare provider who has advised that it would be in my best interest to allow additional time for recovery before taking the exam.

I kindly ask for an extension of [number of days/weeks] to enable me to prepare adequately and perform to the best of my abilities. I understand the importance of meeting deadlines and appreciate your consideration of my circumstances.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]