

# Request for Exam Postponement

Date: [Insert Date]

To,

The Examination Officer,  
[Institution Name]  
[Address]

Subject: Request for Postponement of Examination Due to Health Issues

Dear [Examination Officer's Name],

I hope this message finds you well. I am writing to formally request the postponement of my upcoming examination scheduled for [Exam Date] for the [Course/Subject Name]. Unfortunately, I am currently facing health issues that have hindered my ability to prepare adequately for the exam.

Despite my best efforts to manage my studies, my health condition has become a barrier to my preparation. I have attached a medical certificate from my physician to substantiate my request.

I kindly ask for your understanding and support in this matter, and I hope to reschedule the examination at a later date when my health has improved. I appreciate your consideration and look forward to your positive response.

Thank you very much for your attention to this matter.

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