

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for the rescheduling of my upcoming exam in [Course Name/Code] that is currently scheduled on [Original Exam Date]. Unfortunately, I have been unwell due to [brief explanation of illness, e.g., "a severe respiratory infection"], which has hindered my ability to prepare adequately and attend the exam as planned.

Given my circumstances, I kindly request your understanding and consideration to allow me to reschedule the exam to a later date. I assure you that I am committed to maintaining my academic performance and I am willing to provide any necessary medical documentation to support my appeal.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]