Formal Notice

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Recipient's Name],

I am writing to formally inform you that I am unable to participate in the scheduled examination on [Examination Date] due to health concerns. My medical condition has been evaluated by my healthcare provider, and they have advised me to refrain from any examination activities at this time.

As a result, I respectfully request a postponement of the examination to a later date. I am committed to maintaining my academic responsibilities and will ensure that I am prepared to sit for the examination as soon as my health permits.

Thank you for your understanding in this matter. I look forward to your prompt response regarding the rescheduling of the examination.

Sincerely,

[Your Name]

[Your Student ID or Employee ID]

[Your Contact Information]

[Your Address]