

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution/Department Name]

[Institution Address]

[City, State, Zip Code]

Subject: Request for Exam Postponement

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the postponement of my upcoming exam scheduled for [Exam Date] due to health challenges I am currently facing.

Unfortunately, I have been experiencing [briefly describe your health condition] which has significantly impacted my ability to prepare for and perform well in the exam. As per my doctor's recommendation, I need to focus on recovery during this period.

I kindly ask for your understanding and support to reschedule my exam to a later date. I am committed to maintaining my academic progress and appreciate any assistance you can provide in this matter.

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

Sincerely,

[Your Name]

[Your Student ID or Enrollment Number]