

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Title/Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming examination for [Course/Subject Name], originally scheduled for [Original Date and Time].

Due to unforeseen medical circumstances, I am unable to attend the examination as planned. I have attached the relevant medical documentation to support my request.

I understand the importance of adhering to the examination schedule, and I respectfully request that you consider my situation and allow me to take the examination at a later date. I am available on [Proposed Reschedule Dates] and would appreciate your guidance in finding a suitable alternative.

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

Sincerely,
[Your Name]