

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

[Recipient's Name]  
[Title/Position]  
[Department Name]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request accommodations for my upcoming exams due to my diagnosed test anxiety, which has been affecting my performance in high-pressure testing environments.

I am currently enrolled in the [specific program] program and have been diagnosed with test anxiety by [Diagnosis Professional]. This condition significantly impacts my ability to perform to the best of my abilities during examinations. Despite my hard work and preparation, the stress of testing situations often hampers my focus and recall, resulting in unsatisfactory performance.

I deeply value my education and am committed to succeeding in my studies. I believe that with the appropriate accommodations, I can demonstrate my true capabilities in assessments.

Thank you for considering my request. I am looking forward to your positive response, and I am willing to discuss this matter further at your convenience.

Sincerely,  
[Your Name]