

Dear Parents and Students,

We are pleased to announce the exam schedule for the upcoming term at **[School Name]**.

Exam Schedule

Date	Subject	Time
March 1, 2024	Mathematics	9:00 AM - 11:00 AM
March 3, 2024	Science	9:00 AM - 11:00 AM
March 5, 2024	English	9:00 AM - 11:00 AM
March 7, 2024	History	9:00 AM - 11:00 AM

Please ensure that your child is well-prepared and arrives at school on time. For any questions or further clarification, do not hesitate to contact us at **[School Contact Information]**.

Thank you for your cooperation.

Sincerely,

[Principal's Name]

[School Name]