

# Important Final Exam Date Details

Dear [Student's Name],

We hope this message finds you well. Please be informed of the following details regarding your upcoming final examination:

- **Course Name:** [Course Name]
- **Exam Date:** [Date]
- **Exam Time:** [Time]
- **Location:** [Location]
- **Duration:** [Duration]

Please ensure that you arrive at least 15 minutes early to avoid any last-minute issues. If you have any questions, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Institution Name]