

Exam Calendar Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Change to Exam Schedule

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change to the exam calendar concerning the upcoming examinations.

Due to [reason for change], the exam originally scheduled for [original date] has been rescheduled to [new date].

Please update your records accordingly and inform any affected parties of this change. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

If you have any questions or require further assistance, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]