

Notification of Exam Schedule Adjustment

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the exam schedule for your upcoming assessments.

The exam for [Course Name] originally scheduled for [Original Date and Time] will now take place on [New Date and Time].

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or concerns, please do not hesitate to reach out to [Contact Information].

Thank you for your attention to this matter, and we wish you the best in your preparations.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]