

# Exam Schedule Alteration Advisory

Date: [Insert Date]

Dear Students,

We hope this message finds you well. We are writing to inform you of an alteration to the previously scheduled exam timetable due to [reason for alteration].

The new schedule is as follows:

- **Course Name:** [Insert Course Name]  
**New Date:** [Insert New Date]  
**New Time:** [Insert New Time]
- **Course Name:** [Insert Course Name]  
**New Date:** [Insert New Date]  
**New Time:** [Insert New Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we make these adjustments.

If you have any questions or concerns, please do not hesitate to reach out to the administration office.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Institution Name]