

Examination Date Modification Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Sender's Name]

Subject: Modification of Examination Date

Dear [Recipient's Name],

We wish to inform you that due to [reason for modification], the date of the upcoming examination for [Subject/Course Name] has been rescheduled.

The new examination date is now set for [New Date] at [Time]. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please ensure that you are prepared for the examination on the new date. Should you have any questions or concerns, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]