

Modified Examination Schedule Notification

Dear [Student's Name],

We hope this message finds you well. We would like to inform you that there has been a modification to the examination schedule for the [Course/Subject Name].

New Examination Date: [New Date]

New Examination Time: [New Time]

Location: [New Location]

Please ensure that you mark your calendars accordingly. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns regarding the updated schedule, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]