

Exam Period Schedule Alert

Date: [Insert Date]

Dear [Student's Name],

This is to remind you that the examination period is approaching. Please find below the schedule for your upcoming exams:

Date	Time	Subject	Location
[Exam Date 1]	[Exam Time 1]	[Subject 1]	[Location 1]
[Exam Date 2]	[Exam Time 2]	[Subject 2]	[Location 2]

Please prepare accordingly, and reach out if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]