

# Exam Schedule Announcement

Date: [Insert Date]

Dear Students,

We are pleased to announce the exam schedule for the upcoming semester. Please find the details below:

<b>Course Code</b>	<b>Course Name</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
[Code 1]	[Course Name 1]	[Date 1]	[Time 1]	[Venue 1]
[Code 2]	[Course Name 2]	[Date 2]	[Time 2]	[Venue 2]

Please ensure that you arrive at the venue at least 15 minutes early. If you have any questions, feel free to contact the administration office.

Best regards,

[Your Name]

[Your Position]

[Institution Name]