

# Examination Timetable Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Examination Timetable

Dear [Recipient Name],

We would like to inform you about an important update regarding the examination timetable for the upcoming term. Due to [reason for update], we have made the following changes:

- **Subject:** [Subject Name] - **New Date:** [New Date]
- **Subject:** [Subject Name] - **New Date:** [New Date]
- **Subject:** [Subject Name] - **New Date:** [New Date]

Please ensure you review the updated timetable and make the necessary adjustments to your study schedule. For any questions or concerns, feel free to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]