

Reminder: Upcoming Comprehensive Exam

Dear [Recipient's Name],

This is a friendly reminder that your comprehensive exam is scheduled for **[Date]** at **[Time]**. The location will be **[Location]**.

Please ensure you have all necessary materials ready and arrive at least 15 minutes early. It is important to be well-prepared, so don't hesitate to reach out if you have any questions or need clarification on any topics.

Wishing you the best of luck as you prepare!

Sincerely,

[Your Name]

[Your Title]

[Your Institution]