

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Professor's Name  
Course Name  
University Name  
University Address  
City, State, Zip Code

Dear Professor [Last Name],

I am writing to formally inform you that due to the unfortunate passing of a close family member, I was unable to attend the [specific exam name] on [date of exam]. This loss has been profoundly distressing and required my immediate attention and support for my family during this difficult time.

I understand the importance of examinations and assure you that I am committed to maintaining my academic performance. I kindly request to discuss the possibility of a makeup exam or any alternative arrangements that may be available to me.

Thank you for your understanding and support during this challenging period. I look forward to your response.

Sincerely,  
[Your Name]  
Student ID: [Your Student ID]