

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to formally inform you that I was unable to attend the [Course Name] exam on [Exam Date] due to a family emergency that required my immediate attention.

I sincerely apologize for any inconvenience this may have caused and respectfully request the possibility of making up the exam at your convenience. I understand the importance of adhering to university policies and assure you that I do not take this request lightly.

Thank you for your understanding and support during this difficult time. I look forward to your response.

Warm regards,

[Your Name]

[Your Student ID]