

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[University Name]

[Department Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name or Exam Coordinator's Name],

I am writing to formally inform you that I will be unable to attend the [specific exam name or course title] scheduled for [date] due to religious observance.

As a [mention your religion or specific observance, e.g., member of the Jewish faith], I observe [mention specific religious holiday or event], which coincides with the exam date. I believe in adhering to my religious commitments, and I kindly ask for your understanding in this matter.

I would appreciate your guidance on how to proceed regarding any make-up examination or alternative arrangements that can be made.

Thank you for your consideration. I look forward to your response.

Sincerely,

[Your Name]

[Student ID Number]