

University Exam Absence Excuse

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that I will be unable to attend the scheduled exam for [Course Name] on [Exam Date] due to a pre-scheduled appointment. I understand the importance of attendance and am committed to my academic responsibilities.

Please find attached any necessary documentation to support my absence. I would appreciate your guidance on how I may proceed with rescheduling the exam or any alternative arrangements that can be made.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your ID Number]

[Your Program/Department]

[Your Contact Information]