

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Registrar's Office

University Name

University Address

City, State, Zip Code

Dear Registrar,

I am writing to formally notify you of my inability to attend the upcoming exam in [Course Name] scheduled for [Date and Time] due to a legal obligation.

On the mentioned date, I am required to appear in [Court/Legal Meeting/Appointment] for a matter that necessitates my presence. I have included documentation to verify this obligation with this letter.

I kindly request to be excused from the exam and seek guidance on the possibility of a makeup examination or alternative arrangements. I appreciate your understanding and support regarding this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

Your Name

Student ID: [Your Student ID]