

University Exam Absence Excuse Letter

Date: [Insert Date]

To,
The Examination Officer,
[University Name],
[University Address]

Subject: Request for Exam Absence Excuse

Dear [Examination Officer's Name],

I hope this message finds you well. I am writing to formally request an excuse for my absence from the [Subject Name] exam scheduled on [Date of Exam]. Unfortunately, I have a prior work commitment that I cannot reschedule.

I understand the importance of the examination and am fully prepared; however, due to an unavoidable obligation, I will be unable to attend. I kindly ask for your consideration in granting me an opportunity to make up for the exam at a later date.

Thank you for your understanding. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Student ID]
[Your Course/Program]
[Your Contact Information]