

Exam Study Schedule

Date: [Insert Date]

To: [Recipient Name]

Dear [Recipient Name],

As we approach the upcoming exam period, I have outlined a study schedule designed to optimize our preparation. Please find the suggested timetable below:

Weekly Study Schedule

Day	Time	Subject/Topic	Materials
Monday	5:00 PM - 7:00 PM	Mathematics	Textbook, Lecture Notes
Tuesday	5:00 PM - 7:00 PM	Biology	Study Guide, Lab Reports
Wednesday	5:00 PM - 7:00 PM	History	Documentaries, Textbook
Thursday	5:00 PM - 7:00 PM	Chemistry	Notes, Practice Problems
Friday	5:00 PM - 7:00 PM	Literature	Books, Annotations
Saturday	10:00 AM - 1:00 PM	Revision	All Subjects
Sunday	Review / Practice Exams	All Subjects	Old Exams, Flashcards

Additionally, it is recommended to take short breaks during study sessions to maintain focus and efficiency.

Best regards,

[Your Name]