

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

CFA Institute
Attn: Exam Scheduling
[Institute Address]
[City, State, Zip Code]

Dear CFA Institute Exam Scheduling Team,
Subject: Request for CFA Exam Rescheduling

I hope this message finds you well. I am writing to formally request a rescheduling of my upcoming CFA exam originally scheduled for [original exam date] at [exam location].

Due to [briefly explain the reason for rescheduling, e.g., unforeseen circumstances, personal reasons, medical issues], I am unable to sit for the exam on the scheduled date. I would greatly appreciate your assistance in rescheduling my exam to a later date, preferably [suggest alternative date(s) if possible].

I understand your policies regarding rescheduling and am willing to comply with any necessary requirements. Please let me know the steps I need to follow to facilitate this process.

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

Sincerely,
[Your Name]
[Your CFA Candidate Number]
[Your Program Level, e.g., Level I]