

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

[Recipient Name]  
CFA Institute  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a rescheduling of my CFA exam originally scheduled for [original exam date] due to [brief explanation of reason, e.g., personal circumstances, health issues, etc.].

I understand the importance of adhering to the exam schedule, but unfortunately, [provide a few additional details about your situation if necessary].

I would greatly appreciate any assistance you can provide in rescheduling my exam to a later date, preferably within the [specific timeframe, e.g., next testing window, etc.].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your CFA Candidate ID]