

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

The Exam Coordinator

[Name of the Examination Board]
[Address of the Examination Board]
[City, State, Zip Code]

Subject: Request for Change of SSC Exam Center

Dear [Exam Coordinator's Name],

I am writing to request a change of my examination center for the upcoming SSC exams scheduled on [Date of Examination]. My details are as follows:

- Name: [Your Name]
- Roll Number: [Your Roll Number]
- Current Exam Center: [Current Exam Center Name]
- Requested Exam Center: [New Exam Center Name]

Due to [brief explanation of the reason for the change, e.g., personal circumstances, logistical issues], I am unable to attend the exam at my current center. I kindly request your consideration in changing my exam center to [New Exam Center Name].

I assure you that I will follow all the necessary procedures as required. Please let me know if you need any additional information or documentation to process my request.

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

Sincerely,

[Your Name]

[Signature, if sending a hard copy]