

[Your School's Name]

[School's Address]

[City, Postcode]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Dear [Recipient's Name],

Subject: Important Information Regarding GCSE Exams

I hope this letter finds you well.

As we approach the upcoming GCSE examination period, I would like to provide you with essential information to ensure a smooth experience for all students involved.

****Exam Dates:****

- [Subject 1]: [Date & Time]

- [Subject 2]: [Date & Time]

- [Subject 3]: [Date & Time]

****Location:****

All exams will be conducted in [Exam Hall/Room Name].

****Important Guidelines:****

1. Students must arrive at least [X] minutes before the exam starts.

2. Please bring necessary materials, including [List of Allowed Items].

3. Ensure to check your personal timetable for specific details.

For any further inquiries or assistance, feel free to contact [Contact Person/Department] at [Contact Information].

Thank you for your attention, and we wish all students the best of luck in their exams!

Yours sincerely,

[Your Name]

[Your Position]

[School's Name]