

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School's Name]
[School's Address]
[City, Postcode]

Dear [Recipient's Name],

Subject: Confirmation of GCSE Exam Attendance

I hope this letter finds you well. I am writing to confirm my attendance for the upcoming GCSE examinations scheduled for [dates of exams].

I have reviewed the exam timetable and am prepared for each of the subjects I will be sitting for, including [list subjects]. Please let me know if there are any further instructions or materials I need to bring on the exam days.

Thank you for your attention to this matter. I look forward to completing my exams successfully.

Best regards,

[Your Name]

[Your School, if applicable]