

[Your School's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

RE: GCSE Exam Confirmation

We are pleased to inform you that you are scheduled to sit for your GCSE examinations as follows:

****Subject:**** [Subject Name]

****Date:**** [Date of Exam]

****Time:**** [Start Time]

****Venue:**** [Exam Venue]

Please ensure you arrive at least 15 minutes before the scheduled exam time. Bring with you the necessary materials, including [list any required items such as pens, pencils, calculator, identification, etc.].

If you have any questions, feel free to contact us at [School's Phone Number] or [School's Email Address].

Best of luck with your studies and the upcoming exams!

Yours sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]