

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Introduction to GCSE Exams

I hope this letter finds you well. As we prepare for the upcoming GCSE examinations, I would like to provide you with important information regarding the exam schedule, preparation resources, and support available to students.

1. **Exam Schedule**: The GCSE exams will take place from [start date] to [end date]. A detailed timetable will be provided to each student.

2. **Preparation Resources**: Students are encouraged to utilize the following resources:

- [Resource 1: e.g., revision guides]
- [Resource 2: e.g., online practice tests]
- [Resource 3: e.g., after-school revision sessions]

3. **Support Available**: We understand that this can be a stressful time for students. Our school offers:

- One-on-one tutoring sessions
- Study groups facilitated by teachers
- Wellbeing support services

Please remind students to stay focused, maintain a healthy balance, and reach out for help if needed during this critical time.

Best wishes,

[Your Name]

[Your Position]

[Your School's Name]

[Contact Information]