

[Your School's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, Zip Code]

Dear [Student's Name],

We are pleased to invite you to participate in the upcoming GCSE examinations for the [subject(s)] course. Below are the details you will need:

****Examination Schedule:****

- Subject: [Subject Name]
- Date: [Date of Exam]
- Time: [Start Time]
- Venue: [Exam Venue/Room Number]

****Important Information:****

- Please arrive at least [30 minutes] before the start time.
- Bring your identification and any permitted materials.
- Ensure you are familiar with the exam rules and guidelines.

If you have any questions or require further information, feel free to contact [Teacher's Name] at [Teacher's Email/Phone Number].

Best of luck for your revision and the exams. We are looking forward to seeing you succeed!

Yours sincerely,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]