

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

Dear [Headteacher/Principal's Name],

RE: GCSE Exam Permission Request for [Student's Name]

I hope this letter finds you well. I am writing to request permission for [Student's Name], who is currently in [Year/Class] at [School Name], to take their GCSE exams scheduled for [exam dates].

[Student's Name] has been preparing diligently for these exams and is eager to showcase their knowledge and skills. We believe that these assessments will be crucial for their academic progression and future opportunities.

We understand that there may be specific requirements or protocols that need to be followed in regard to the exams and are more than willing to comply with all necessary procedures.

Please let us know if you require any further information or documentation to process this request.

Thank you for your attention to this matter. We look forward to your positive response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Student]