

[Your Name]
[Your Address]
[City, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Examination Officer's Name]
[School/Exam Center Name]
[School/Exam Center Address]
[City, Zip Code]

Dear [Examination Officer's Name],
I hope this letter finds you well. I am writing to formally request a place for the upcoming GCSE examinations scheduled for [examination date(s)].

I am currently a student at [school name/class name] and pursuing the following subjects: [list subjects]. I am eager to take the examinations as they are crucial for my academic progression.

Please let me know if there are any further requirements or information needed to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you very much.

Yours sincerely,

[Your Name]
[Your Student ID (if applicable)]