

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient's Position]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about the scheduling of the upcoming GCSE exams for [subject(s) or specific courses], as I would like to gain clarity on the dates and any additional preparations that may be required.

Understanding the exam schedule is crucial for effective preparation and to ensure that students can perform to the best of their abilities. If there have been any updates or changes to the timetable, I would appreciate your guidance on how to access the latest information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Contact Information]