

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Instructor's Name]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request permission to undertake a practical exam using QuickBooks on [specific date]. I have been diligently preparing for this assessment and believe that I am ready to demonstrate my understanding of the software.

In my studies, I have gained familiarity with various accounting principles and QuickBooks functionalities. This exam represents a valuable opportunity for me to showcase my proficiency and further my skills in a practical context.

Please let me know if there are any specific preparations or requirements needed beforehand. I look forward to your approval and any additional instructions you may have.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Student ID or Class Name, if applicable]