

SAMPLE DEFERRED EXAM LETTER

Homer Smith
742 Adelaide Street
Brampton, ON
K0M 2B0

18 December 2011
Committee on
Standing Faculty of
Arts & Science
University of
Toronto

SUBJECT: Request for deferral of examination

To whom it may concern:

I am writing to request a deferral of my HMB265H1 examination held on 15 December 2011. I was not able to attend the examination on that day because of <<state reason>>.

- If you were ill, and not able to obtain a medical for the day of the exam, please explain your reasons.
- If you wrote another examination the day that you were ill, or during the time period your medical states that you were ill, please explain why you were able to write one examination and not the other.
- Add any additional details you feel are important for the petitions committee to know.

I am attaching documentation from <<state where documentation is from>> supporting my petition.

My approximate grade in this course prior to this examination is <<state grade>> and I expect to pass the course.

- If other assignments / tests have been missed in the course during the course of the academic year, please explain what arrangements were made with the instructor to accommodate this missed work.

Thank you for taking the time to consider my request.

Sincerely,

Homer
Smith
99123456
7

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Clemens Wendtner



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