

Your address

Date

Receiver's address

Dear Friend's Name,

I hope this letter finds you and your family in good health. I know that your exam will start next month. I understand that it is a hectic time for you but remember that exams come and go. I know you have always been bright in your studies and will perform well in these exams too. From my personal experience, I would like to share few tips for your exam preparation. Always make your timetable or schedule for revision of each subject as time management is very important. Try to set small targets and try to achieve your targets. Practice as many sample papers as you can and try to practice more all practical subjects. I know exams are stressful but you should be calm, have food on time and take proper sleep.

Never stress for exams and always be confident. I know you will perform well. And Let me know if you need any help of mine.

Yours lovingly,

XYZ (your name)