

Sender's Address

Sender's Email Address

Date

To the Principal

Name of the School/ College

Address of School/ College

Subject: Thank you Letter for Arranging Special Examination for _____ (Name and Class of the Child)

Dear ABC (Name of the Receiver),

This letter is to thank you for arranging special examinations for Rohan, studying in Class IX- A (Write the name and class of child). As I have informed you about his bad health, he was unable to appear for the regular examinations scheduled to be conducted in the month of September 2021. But due to the arrangements made by you, my son could sit for the exams in the month of October after fully recovering from Chicken Pox.

Thank you for accommodating my request for re-exams for my child. It is due to your efforts that my child will not be missing one year of education and thus will remain at pace with other students. Your efforts towards accomodating the requests of the students and parents in such difficult times are worth appreciation.

Sincerely,

(Signature)

Sender's Full Name