

## **Request for Permission to Enter Exam Hall Late**

[Your Name]

[Your Student ID, if applicable]

[Your Contact Information]

[Date]

[Examination Coordinator's Name]

[Name of the Exam/Subject]

[University/Institution Name]

[Examination Coordinator's Contact Information]

Subject: Request for Permission to Enter Exam Hall Late

Dear [Examination Coordinator's Name],

I hope this letter finds you well. I am writing to request your permission to enter the exam hall for the [Name of the Exam/Subject] which is scheduled for [Date and Time], even though I am running a bit late due to unforeseen circumstances.

I understand the importance of adhering to exam schedules, and I sincerely apologize for any disruption my late arrival may cause. I deeply regret this situation and assure you that it is not reflective of my usual punctuality.

I kindly request your understanding and approval to allow me to participate in the exam, even though I will be entering the hall after the designated start time. I am fully aware of the time constraints and am committed to completing the exam within the allocated duration.

I apologize for any inconvenience my late arrival may cause and appreciate your consideration of my request. I assure you that I will take measures to ensure that such a situation does not recur in the future.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Full Name]

[Your Student ID, if applicable]

[Your Email Address]

[Your Phone Number]