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[nnsquirrel@syr.edu](mailto:nnsquirrel@syr.edu)

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Subject:

Upcoming Exam

Tahoma

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**B*****I*****U**

Dear Professor Squirrel,

My name is Blaine Killen, a student in your IST 453 class. I am contacting you to inform you that due to recent circumstances I will not be able to make the exam tomorrow. I was involved in an extracurricular snow activity where I ended up slipping and breaking my arm.

I went to the emergency room and received pain medications that hindered my ability to effectively prepare for your exam. I can provide medical records for proof if you desire when I return.

I understand your class is structured around meeting deadlines that you made us aware of at the beginning of the semester; however, I was wondering if I could make the exam up at a later date. Thank you for your time and consideration in advance.

Thanks,  
Blaine Killen