**To**

**[The Recipient]**

**Re. Request for Online Examination Concerning Public Health and Safety**

I am writing this letter to bring your kind attention to the matter of conducting exams for our primary students from Grade III to Grade VII. However, the issue has already been addressed in various meetings, emails, and group discussions but I think conducting exams online is the only viable solution to the problems concerning the health of our students.

Our school is one of the most prestigious and leading schools in the city and is considered reliable for its priorities. One of our top priorities is students’ physical and mental health and that is what we are most renowned for. I believe that we ought to fulfill our promise of always prioritizing students’ health and safety.

According to the National Health Service, it is warned that there is a suspected outbreak of diarrhea in the country with many repercussions if we do not take safety measures. Moreover, such cases are more serious and can be spread by big gatherings as it is suspected that the outbreak is caused by a virus. This virus is considered to be contagious as our school has seen three cases of acute diarrhea in the past two days which alarms us to take safety measures.

Therefore, I request you approve the proposal for an online exam. I understand that there could be many concerns about the viability and validity of online exams but this matter can be solved by seeking help from IT professionals who can help us in personalizing such software that assures reliability, validity, and security of the exams.

I will be grateful if you consider the suggestion and give approval for the online exams. In case of further questions, I will be glad if we meet and discuss further. Thank you for reviewing my request.

Regards,

[Name]  
[Designation]  
[School Name]