**To**

**[The Recipient]**

**Re. Request for Online Exam**

Dear Principal,

I am [Name of the person], from the Department of [Name of the Department]. I am writing this letter on behalf of the chairperson of Regional Healthcare Service and Safety Assurance (HSSA). This letter concerns the health of the students in this time of surging cases of different diseases, especially in the schools. We work day and night for the health concerns of the public and provide real-time solutions to combat issues related to mass health. We provide consultation to minimize the impact of a hazard including virus outbreaks.

The officials suspect that the cases of Monkeypox virus are increasing every day which makes it a grave concern for all of us. However, there is no evidence of the spread of the virus by public gatherings but the research is also discredited as incomplete and lacking from different aspects. Therefore, to avoid any inconvenience or serious impacts in the future, we should take measures like avoiding massive gatherings, especially in schools with vulnerable age groups.

Therefore, I request you conduct your school exams online. We will provide you with consultation from our expert educational consultants who will guide you on how to ensure transparency and security to validate the exam. There are many proctor software that can help in conducting online exams with storing monitoring.

To conclude, I will suggest you always prioritize your students’ health. In case of widespread cases, schools can be shut down. To avoid such inconvenience, we suggest you take in-time measures and conduct exams for the session [mention the session] online.

Thank you for considering.

Regards,

[Name of the Office]

[Authorized Signature & Date]