To Place:  
The Principal, Date:  
School name,  
School Address.

Sub: Application for conducting the online exam.

Respected  Sir/Madam,

My daughter **[Student name]**, a student of your school studying class **........... & roll no. ......**.  This is regarding upcoming semester exams.

Due to COVID-19, I am working from home and staying in my village, and we are unable to bring my daughter to school for the exams.

We would therefore ask you to please allow my daughter to take the exams online. She regularly takes your online classes and is well prepared for upcoming exams. Therefore, we would not want to miss her exams.

We hope you will consider our application for the online examination request.

Thanking you.

Regards,  
Your name.