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

Sub: Request for online exam.

Dear Sir/Madam,

I'm **[Student name]**, a class **.............** student with roll number **.......** I am writing this letter about forthcoming exams.

Due to some urgent work, we went to our village. As I am out of the station I cannot able to attend the exams offline. So I am asking for your permission to attend the exams online.

Please consider my request.

Thanking you.

Yours sincerely,  
Your name.