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

Sub: Application for online exam.

Respected Sir/Madam,

My name is[Student name], studying class **.....................** with roll no. **................**. I had a fever and was unable to come to school to attend the upcoming quarterly exams.

However, I have prepared for these exams very well, so I do not want to miss them. Therefore, I request you please conduct my exams in online mode, which would be very helpful to me.

I hope you approve my request

Thanking you.

Yours faithfully,  
Your name.