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

Sub: Application for online exam.

Dear Sir/Madam,

My name is **[Parent name]**, and my son/daughter **[Student name]** is a student of your school studying class .............. with roll number ........

I am writing this letter to request you allow my child to take exams online, because of COVID/health issues.

We would appreciate your support in approving our request.

Thanking you.

Thanking you.

Regards,  
Your name.