To whom it may concern,

Hello!

My name is (insert your name) with (insert date of birth) as my date of birth and my ACCA registration number is (insert ACCA ID number) with (insert email address) as my register mail.   
  
The reason I write this email is to amend my ACCA exam details in July, which is (insert name of subject/subjects)

Due to the clash with my final exam at my university (or any other reason please state here) , I need to change the date of my exam.  I cannot make the amendment online now and please help to amend for me manually.

- Exam subject: (insert subject/subject)  
- Session:  July  
- City: (insert exam centre)  
- Preferred slot: (insert preferred exam date)

If my transfer application is unsuccessful, please

* keep my original booking or
* return credit to MyACCA account.

Await for your confirmation and please advise if the changes are made at the exam docket at MyACCA.  Please contact me at (insert email) or (phone number) if you have any question.

Thank you.

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**中文翻译仅供参考，请用英语提交申请**

你好! 我的名字是(插入您的姓名)，出生日期(插入出生日期),我的ACCA注册号是(插入ACCA ID号)，注册邮箱是(插入电子邮件地址)。  
  
我写这个邮件是因为我需要修改我7月的考试，科目（插入科目的名称)，由于我的学校考试安排与ACCA考试安排冲突。 (或任何其他原因请说明),我需要更改我的考試日期。 我现在不能在网上作出修改, 请帮我手动修改。

* 考试科目:(插入科目/科目)
* 考试时间:7月
* 城市:(插入考试中心)
* 更改考试时间:(插入首选考试日期)

如果我的申请不成功, 请保留我原本的预定或帮我退款并将款项发回MyACCA账户。(二选一)。

等待您的确认，并请告知是否更改的考试还将再MyACCA的考点进行。如果有问题请与我联系(插入电子邮件)或(电话号码)。

谢谢