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 the 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 COVID-19 we are trying to stay at home in order to protect ourselves against the pandemic.  My university will not re-open and I cannot go back to take my ACCA exam (or any other reasons) hence I wish to amend my ACCA examination.  I understand I cannot make the amendment online now, so I am writing this email to you and I hope ACCA can help me to amend the exam details manually.  
  
The test center information should be modified as follows:

* Exam subject: (insert subject/subject)
* Session: July
* City:  (insert preferred exam city)
* Exam date: (insert 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.

**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COVID-19，我正处于居家隔离以避免感染。我的大学也没有开学，不能参加学校考点的考试  
(或任何其他原因)。因此我想修改我的ACCA考试。我现在不能在网上直接进行修改,所以我这封邮件希望ACCA可以帮我手动修改考试。

我需要修改的信息如下:

* 考试科目:(插入科目)
* 考季：7月
* 城市:(插入希望修改到的考試中心)
* 考试日期:(插入考試日期)

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。