

Candidate Name:..... Date:/...../.....
Test Date:/...../..... Postponement Date:/...../..... CS Exams Staff:

Dear IELTS applicant,

We would like to take this opportunity to thank you for registering for an IELTS examination at British Council Thailand. We understand that you would like to postpone your registered IELTS examination.

Please fill in the postponement form below. This letter, your receipt of the postponement fee and your original proof of identity must be presented to the invigilators on the test date.

Yours sincerely,

Examinations Services
Tel: 02 657 5678
examinations@britishcouncil.or.th



IELTS POSTPONEMENT REQUEST

Dear Examinations Services Manager,

I have registered for an IELTS examination dated/...../..... at British Council,

Receipt No. of..... Baht; Registration Date/...../.....

However, I would like to postpone my IELTS test date to/...../.....

- I postpone 5 weeks (35 days) before the test date, postponement is free of charge.
- I postpone 2 weeks (14 days) before the test date, I agree to pay the postponement fee of **800.00** Baht.

If you need further information, please contact me at Tel./.....
Email

Yours sincerely,

Candidate Signature:

Candidate Name:.....

Date:

For CS staff name:	Date:
Receipt no. of..... Baht	Dated
For OP staff name:	Date of received:
Date of process:	