

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name or Examination Board]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name/Examination Board],

Subject: Request for Examination Details

I hope this letter finds you well. I am writing to inquire about the details of the upcoming MUET examination scheduled for [insert date].

Specifically, I would like to know the following:

1. Examination venue and time
2. Required materials for the examination
3. Any specific guidelines or rules to adhere to

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]