

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that you have been invited to participate in the upcoming Cognitive Behavioral Therapy (CBT) examination. Below are the details of the exam:

****Exam Date:**** [Date]

****Time:**** [Start Time] - [End Time]

****Location:**** [Venue/Online Platform Link]

****Duration:**** [Total Duration]

****Materials Required:**** [List any required materials or documents]

Please confirm your attendance by [RSVP Date] by responding to this email or contacting us at [Contact Information].

If you have any questions or require further information, feel free to reach out.

We look forward to your participation.

Best regards,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Contact Information]