

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: CBT Exam Registration Confirmation

I am writing to confirm my registration for the upcoming Computer-Based Test (CBT) scheduled for [Date] at [Location]. I would like to ensure that my details are correct as follows:

- Full Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Exam Code: [Exam Code]
- Date and Time: [Date and Time]

Please let me know if there are any additional documents or information required from my side prior to the exam date. Additionally, if there are any specific guidelines or preparations I should be aware of, I would appreciate your advice.

Thank you for your assistance. I look forward to your confirmation and guidance.

Sincerely,

[Your Name]