

[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 Request

I hope this letter finds you well. I am writing to formally request to take the Computer-Based Test (CBT) for [specific subject or course] scheduled on [date].

I am a [your current status, e.g., student, candidate], and my registration number is [your registration number]. I have completed the necessary prerequisites and I am eager to participate in the upcoming exam.

Please let me know if there are any further steps I need to take to confirm my participation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]