

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

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

Dear [Recipient Name],

Subject: Verification of CBT Exam

I hope this letter finds you well. I am writing to request verification of my participation in the Computer-Based Test (CBT) conducted by [Organization Name] on [Exam Date]. Below are the relevant details pertaining to my exam:

- Name: [Your Full Name]
- Candidate ID: [Your Candidate ID]
- Exam Type: [Type of Exam]
- Exam Date: [Exam Date]
- Location: [Exam Center/Location]

I would appreciate it if you could confirm my attendance and the results of the CBT at your earliest convenience. Should you require any additional information, please do not hesitate to contact me via email or phone.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]