

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request information regarding the upcoming CBT examination scheduled for [date]. I am particularly interested in details concerning the registration process, examination format, and any preparatory resources available. As a candidate aiming to succeed in this examination, I would appreciate your guidance on any recommended materials or study programs that may enhance my preparation. Additionally, please let me know if there are specific requirements or prerequisites I need to fulfill prior to the exam.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Contact Number]