

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address some concerns regarding the recent CBT (Computer-Based Testing) exam that took place on [exam date].

Firstly, I would like to bring to your attention [specific issue 1], which impacted my performance and that of my peers. This issue has [explain how it affected you or others, e.g., caused confusion, distraction, etc.].

Additionally, I encountered [specific issue 2], which I believe needs to be addressed to ensure a fair testing environment in future exams. This situation led to [describe the consequences or problems it caused].

I appreciate the efforts your organization puts into maintaining high standards for assessments, and I believe that by addressing these concerns, we can enhance the testing experience for all candidates.

Thank you for your attention to this matter. I would be happy to discuss further or provide additional details if needed.

Sincerely,

[Your Name]
[Your Candidate ID (if applicable)]