

[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],

I am writing to express my intent to sit for the [specific CBT exam name] scheduled for [exam date]. I am committed to advancing my knowledge and skills in [relevant field or subject] and believe that this examination is a crucial step toward achieving my professional goals.

As an individual with a strong background in [briefly describe relevant experience or education], I have dedicated significant time to prepare for this exam by [mention any preparation courses, self-study, or relevant projects]. I am eager to demonstrate my understanding of the material and to further my expertise through this certification process. I understand the importance of this examination and am fully aware of the requirements and expectations involved. I am confident that I will uphold the standards set forth by [Organization Name] and represent my dedication to the field through my performance.

Thank you for considering my application to take the [specific CBT exam name]. I am looking forward to your positive response.

Sincerely,

[Your Name]  
[Your Title or Position, if applicable]  
[Your Affiliation or Institution, if applicable]