

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my eagerness for the upcoming CBT exam scheduled on [exam date]. As I prepare for this important assessment, I am seeking guidance and resources that would enhance my preparation.

I would greatly appreciate any recommendations for study materials, practice tests, or workshops organized by your institution that could assist me in my preparation. Additionally, if there are any tips or advice you could share regarding the exam structure and key areas of focus, I would be extremely grateful.

Thank you for your time and support. I look forward to your response and any assistance you can provide.

Best regards,

[Your Name]