

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Teacher's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this letter finds you well. I am writing to discuss the upcoming CBT (Computer-Based Test) exam scheduled for [date of the exam].

As we prepare for this assessment, I wanted to express my gratitude for your guidance and support throughout the course. Your teaching has significantly helped me grasp the subject material, and I feel more confident going into the exam.

However, I would like to ask for your assistance regarding [any specific concern or question you have about the exam, such as study materials, formats, or strategies]. I believe that addressing this will enhance my readiness and performance on the test.

Thank you for your attention to my concerns. I look forward to your advice and wish you a great day ahead.

Sincerely,

[Your Name]
[Your Class/Grade]