

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding CBT Exam

I hope this message finds you well. I am writing to inquire about the upcoming Computer-Based Testing (CBT) examination scheduled for [date of the exam].

I would like to request additional information regarding the following aspects:

1. Registration process and deadlines
2. Exam format and duration
3. Study materials or resources recommended for preparation
4. Specific guidelines on what to expect on the exam day
5. Any other relevant details

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]