

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

[Examining Body Name]  
[Address of Examining Body]  
[City, State, Zip Code]

Dear [Recipient's Name or Examination Office],

Subject: Registration for CBT Exam

I am writing to formally register for the [Name of the CBT Exam],  
scheduled to take place on [Date of the Exam].

Please find the required details below:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]
- Contact Number: [Your Contact Number]
- Email Address: [Your Email Address]
- Identification Number (if applicable): [Your ID Number]

Enclosed with this letter are the necessary documents, including:

1. Completed registration form
2. Proof of payment
3. [Any other required documents]

I kindly request confirmation of my registration at your earliest  
convenience. Should you require any further information, please do not  
hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]