

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

CFA Institute

[Institute Address]
[City, State, Zip Code]

Subject: CFA Exam Application

Dear CFA Institute Admissions Team,

I hope this letter finds you well. I am writing to formally apply for the CFA Level [1/2/3] examination scheduled for [date of examination].

I have completed my [degree] in [field] from [University Name] in [Year], and I am currently [employed/doing relevant work] at [Company Name]. I am eager to advance my career in finance and believe that obtaining the CFA designation will provide me with the necessary knowledge and skills.

Enclosed with this letter, you will find all required documents, including my completed application form, proof of degree, and payment receipt. I am aware of the eligibility requirements and affirm that I meet all the necessary criteria to sit for the exam.

Thank you for considering my application. I look forward to the opportunity to participate in the CFA program.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]