

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

CFA Institute  
[Institution's Address]  
[City, State, Zip Code]

Dear CFA Institute,

Subject: CFA Exam Confirmation

I am writing to confirm my registration for the upcoming CFA exam. Below are the details of my registration:

- Candidate Name: [Your Name]
- Candidate ID: [Your Candidate ID]
- Exam Level: [Level I/II/III]
- Exam Date: [Date of Exam]
- Exam Location: [Location of Exam]

I appreciate your assistance in confirming my registration, and I look forward to the exam.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]