

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
CFA Institute
915 East High Street
Charlottesville, VA 22902
USA

Subject: CFA Exam Eligibility Confirmation

Dear CFA Institute Admissions Team,

I am writing to confirm my eligibility to sit for the CFA Level [1/2/3] exam scheduled for [Exam Date]. I have reviewed the eligibility requirements and can confirm that I meet the following criteria:

1. ****Education****: I have completed my [Bachelor's degree/Equivalent Degree] from [University Name], with a major in [Your Major].
2. ****Work Experience****: I have [relevant work experience, if applicable, e.g., a minimum of 4,000 hours of qualified work experience obtained in the last [number] years].
3. ****Participation in Ethics Education****: I have acknowledged and understand the CFA Institute Code of Ethics and Standards of Professional Conduct.

Attached to this letter are copies of my transcripts and any other documents that support my eligibility. Please let me know if you require any additional information or documentation.

Thank you for your assistance, and I look forward to your confirmation of my eligibility.

Sincerely,

[Your Name]
[Your CFA Candidate ID, if available]
[Attachments: Transcripts, Resume, etc.]