

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

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

Dear CFA Institute,

Subject: Inquiry Regarding CFA Exam

I hope this message finds you well. I am writing to inquire about the CFA exam scheduled for [insert exam date]. I have a few questions regarding [insert specific questions, e.g., registration process, exam format, or study materials].

I would appreciate any information you could provide on the following:

1. [Question 1]
2. [Question 2]
3. [Question 3]

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your CFA Candidate Number, if applicable]