

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company or Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: CFA Exam Qualification Letter

I am writing to formally request confirmation of my eligibility to sit for the CFA exam. As per the requirements set forth by the CFA Institute, I would like to provide you with the necessary information regarding my qualifications.

1. \*\*Full Name:\*\* [Your Full Name]
2. \*\*CFA Program Enrollment Number:\*\* [Your Enrollment Number]
3. \*\*Highest Degree Earned:\*\* [Your Degree, e.g., Bachelor of Science in Finance]
4. \*\*Degree Institution:\*\* [University Name]
5. \*\*Graduation Date:\*\* [Month, Year]
6. \*\*Professional Experience:\*\* [Brief description of your relevant work experience]

I would appreciate your prompt assistance in processing my qualification for the CFA exam scheduled for [Exam Date]. If you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your CFA Level] (if applicable)  
[Your Signature (if sending a hard copy)]