

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

CFA Institute
Attn: Registration Department
915 East High Street
Charlottesville, VA 22902

Dear CFA Registration Team,

I am writing to formally register for the Level [1/2/3] CFA exam scheduled for [exam date]. My details are as follows:

- Full Name: [Your Full Name]
- Candidate ID: [Your Candidate ID (if applicable)]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]

I have completed the necessary prerequisites and am enclosing the required fees as specified on your website. Please find attached the payment receipt for my registration fee.

Should you need any further information or documentation, please feel free to contact me at the above email or phone number.

Thank you for your attention to this matter. I look forward to your confirmation of my registration.

Sincerely,
[Your Name]