

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

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

Dear [Recipient's Name or CFA Institute Team],

Subject: CFA Exam Request

I hope this letter finds you well. I am writing to formally request
[specific request regarding the CFA exam, e.g., registration, deferral,
rescheduling, etc.].

My details are as follows:

- CFA Level: [Level I/II/III]
- Candidate ID: [Your Candidate ID]
- Examination Date: [Scheduled Exam Date]

[Briefly outline the reason for your request, providing any necessary
details or documentation.]

I appreciate your attention to this matter and look forward to your
prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]