

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

[Exam Provider Name]  
[Exam Provider Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: CFA Exam Scheduling Request

I hope this letter finds you well. I am writing to request the scheduling of my Chartered Financial Analyst (CFA) examination for Level [I/II/III] on [desired exam date], at [preferred exam location].

My candidate ID is [your candidate ID], and I have completed all necessary prerequisites for this examination. Please let me know the available time slots for the exam, as well as any other required details. Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]