

[Your Letterhead or Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

CFA Institute

[Relevant Address]

[City, State, Zip Code]

Subject: Request for CFA Exam Support

Dear CFA Institute Exam Support Team,

I hope this message finds you well. I am writing to formally request support regarding my upcoming CFA exam.

[Briefly explain your situation, including any relevant details such as scheduling conflicts, special accommodations needed, or any personal circumstances impacting your ability to sit for the exam. Be concise and clear.]

I appreciate your attention to this matter and look forward to your assistance. Please let me know if you require any further information or documentation from my side.

Thank you for your support.

Sincerely,

[Your Name]

[Your CFA Program Level, if applicable]

[Your CFA Institute ID, if applicable]