

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

CFA Institute

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

Subject: Request for Change of CFA Exam Test Center

Dear CFA Institute,

I hope this message finds you well. I am writing to formally request a change in my designated test center for the upcoming CFA exam scheduled on [exam date].

My candidate information is as follows:

- CFA Candidate ID: [Your Candidate ID]
- Name: [Your Full Name]
- Current Test Center: [Current Test Center Location]
- Requested Test Center: [New Test Center Location]

Due to [brief reason for the change, e.g., travel restrictions, personal circumstances], I believe that changing my test center is necessary to ensure my ability to sit for the exam.

I appreciate your attention to this matter and look forward to your prompt response regarding my request. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]