

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

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: CFA Exam Update Notification

I hope this letter finds you well. I am writing to inform you of important updates regarding the upcoming CFA exam.

[Details of the updates, e.g., date changes, registration deadlines, format modifications, etc.]

Please ensure that you review these changes carefully and adjust your preparation accordingly.

For any questions or further assistance, feel free to reach out to

[Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Designation]  
[Your Organization]