

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

Dear [Recipient Name],

I am writing to express my intent to register for the CFA Level 1 exam scheduled for [Exam Date]. I have thoroughly reviewed the requirements and am prepared to complete all necessary steps to ensure my eligibility. Enclosed with this letter, you will find my completed registration form along with [any additional documents such as proof of degree, payment confirmation, etc.]. I kindly request your assistance in verifying my application and confirming my registration status.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your CFA Institute Member Number, if applicable]