

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

[Recipient Name]
CFA Institute
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding [specific information you are seeking, e.g., CFA program details, requirements for candidates, etc.].

As a prospective candidate, I am keen to understand [elaborate on your request, e.g., exam structure, prerequisites, study materials, etc.]. Any brochures, official documents, or guidance that you could provide would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your CFA Candidate ID (if applicable)]