

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

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

Dear CFA Institute Registration Department,

Subject: CFA Exam Registration

I am writing to formally register for the CFA Level [I/II/III] exam scheduled for [exam date]. I have completed the necessary prerequisites and am eager to advance my professional qualifications in finance.

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Candidate Number (if applicable): [Your Candidate Number]
- Date of Birth: [Your Date of Birth]
- Education Background: [Brief education background related to finance]

I have attached the required documents, including proof of education and payment confirmation. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your confirmation of my registration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]