

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

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

Dear CFA Institute Admissions Team,

I am writing to formally apply for the CFA examination scheduled for [exam date]. I am eager to pursue this credential as I believe it aligns with my professional aspirations in [your field/industry].

I have completed my undergraduate studies in [Your Degree] at [Your University] and have [number] years of experience in [your occupation or relevant experience]. My career goals include [briefly explain your career goals related to the CFA].

Attached to this letter are my completed application form, a copy of my educational credentials, and my payment receipt. I am committed to upholding the ethical standards set forth by CFA Institute and am excited about the opportunity to demonstrate my knowledge and skills.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your CFA Institute Candidate Number, if applicable]