

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

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

Dear CFA Institute Registration Team,

I am writing to formally register for the Chartered Financial Analyst (CFA) program. Please find my application details enclosed along with the required documents and payment.

I appreciate your assistance in processing my registration, and I look forward to contributing to the CFA community.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your CFA Program Level]