

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Entry Examination Application

I am writing to express my intent to apply for the entry examination for [specific program or course name] at [Institution's Name]. I have completed the necessary prerequisites and am eager to demonstrate my qualifications.

Please find attached the required documents including [list documents such as transcripts, application form, etc.]. I would appreciate any additional information regarding the examination schedule and any preparation resources available.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]