

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation for Entry Test

We are pleased to invite you to participate in the entry test for [Program/Course Name] at [Institution Name]. The details of the test are as follows:

****Date:**** [Date of the Test]

****Time:**** [Start Time] to [End Time]

****Venue:**** [Location/Room Number]

****Duration:**** [Duration of the Test]

Please arrive at least [30 minutes/1 hour] prior to the start time to allow for registration. Bring along the following materials:

- [List of materials, e.g., identification, writing instruments, etc.]

We encourage you to prepare accordingly and wish you the best of luck.

Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

We look forward to seeing you on [Date of Test].

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]