

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Entry Test Notification

We are pleased to inform you that you have been selected to participate in the entry test for [Program/Course Name] at [Institution Name].

Date of Entry Test: [Date]

Time: [Time]

Location: [Venue/Address]

Please ensure that you arrive at least 30 minutes early to facilitate the check-in process. Bring along a valid form of identification and any necessary materials as specified in the attached guidelines.

For any questions or further information, feel free to contact us at [Contact Information].

We wish you the best of luck!

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]