

[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],

I hope this letter finds you well. I am writing to confirm my participation in the entry test scheduled for [Date of the Test] at [Location of the Test].

I understand that the test will begin at [Time] and will cover [Brief Description of Test Content]. I am committed to preparing thoroughly to ensure I am adequately ready for the examination.

Thank you for providing the opportunity to participate. Please let me know if there are any further details or materials required in advance of the test.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]