

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

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

Dear [Recipient's Name],

Subject: Entry Test Registration

I am writing to formally register for the entry test scheduled for [date of the test] for the [program/field of study] at [institution name].

I have attached all the required documents, including:

1. Completed registration form
2. Payment receipt
3. Identification proof

Please confirm my registration at your earliest convenience. If you require any further information, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]