

[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 formally request information regarding the entry test for [specific program/course] at [institution's name] for the [academic year/semester].

I am very interested in pursuing my studies at your esteemed institution and would like to understand the test format, schedule, and any prerequisites that may be required for participation. Additionally, if there are any relevant materials or resources to help prepare for the test, I would greatly appreciate your guidance in that matter.

Thank you for your time and assistance. I look forward to your response.

Sincerely,  
[Your Name]