

[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 upcoming entry test for [specific program or course] at [Institution's Name]. I am very interested in applying and would like to ensure that I meet all necessary requirements and deadlines.

Could you please provide me with details regarding the test dates, registration process, and any preparatory materials that may be available? Additionally, I would appreciate information about any eligibility criteria that I need to fulfill.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]