

[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]

Subject: Guidelines for Entry Test

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request clarification on the guidelines for the upcoming entry test at [Institution's Name] scheduled for [Date of Test].

1. **\*\*Eligibility Requirements\*\***

- [Specify any prerequisites or qualifications necessary to take the test.]

2. **\*\*Test Format\*\***

- [Detail the structure of the test, including types of questions (multiple-choice, essay, etc.) and duration.]

3. **\*\*Study Materials\*\***

- [List recommended resources or materials for preparation.]

4. **\*\*Submission Procedures\*\***

- [Explain how to submit any required documents for the test.]

5. **\*\*Contact Information\*\***

- [Provide details on whom to contact for further inquiries.]

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]