

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

[Recipient's Name]  
[Institution's Name]  
[Department or Program Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intent to participate in the academic entry exam for [specific program or course] at [institution's name].

I have a strong interest in [field of study] and am eager to further my education and skills in this area. I believe that my [relevant background, experience, or qualifications] make me a strong candidate for this program.

Please find my application details attached, including [any relevant documents]. I look forward to the opportunity to demonstrate my knowledge and passion during the exam.

Thank you for considering my application. I hope to contribute positively to [institution's name] and its academic community.

Sincerely,  
[Your Name]