

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in participating in the upcoming entry test for [specific program or position] at [Institution/Organization Name]. I believe that my background in [relevant field or experience] aligns well with the requirements for this opportunity.

[Paragraph explaining why you are interested in the program/position and any relevant qualifications or experiences.]

I am looking forward to the possibility of contributing to [Institution/Organization Name] and am eager to demonstrate my abilities through the entry test. Thank you for considering my application.

Sincerely,  
[Your Name]