

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

Dear [Recipient Name],

Subject: Inquiry Regarding GQ Exam

I hope this letter finds you well. I am writing to inquire about the GQ exam and would appreciate any information you could provide regarding the following:

1. Examination schedule and registration process
2. Study materials and resources available
3. Examination format and key topics covered
4. Any prerequisites or eligibility criteria

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

Sincerely,

[Your Name]