

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Response to GQ Exam Results

I hope this message finds you well. I am writing to address my recent results from the GQ exam taken on [Exam Date].

[Paragraph 1: Brief introduction about the exam, your experience, and any relevant details]

[Paragraph 2: Discuss specific results or feedback received, including any areas of concern or achievement]

[Paragraph 3: Acknowledge any recommendations or next steps mentioned and express your willingness to address them]

Thank you for your attention to my response. I look forward to your guidance on how to proceed and any support you can offer.

Sincerely,  
[Your Name]