

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

[Recipient Name]  
[Recipient Title]  
[Institution/Organization Name]  
[Institution Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to submit my examination materials for the GQ exam, as per the guidelines outlined.

Enclosed, you will find the following:

1. [List of enclosed documents, e.g., exam papers, identification, etc.]
2. [Any additional documents, if necessary]

I have ensured that all documents are complete and meet the required standards. Should you require any further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]