

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in the GQ exam and to inquire about any relevant information regarding the application process and preparation guidelines.

[Include any specific questions or points you wish to address.]

Thank you for your time and assistance. I look forward to your response.

Sincerely,  
[Your Name]