

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening paragraph: Introduction and purpose of the letter]  
[Body paragraphs: Detailed information regarding the JGS exam, any requests or information you wish to convey]  
[Closing paragraph: Reiterate your main point and any necessary call to action]  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]