

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

Dear [Recipient Name],

Subject: Application for JGS Examination

I am writing to formally apply for the upcoming JGS examination scheduled on [date of examination]. I am [brief introduction about yourself, including your educational background and any relevant experience].

I have thoroughly reviewed the examination criteria and am confident in my readiness to undertake this assessment. I am committed to [briefly state your goals or aspirations related to the JGS examination].

Enclosed with this letter are the required documents including [list any attached documents such as your application form, identification, payment receipt, etc.].

Thank you for considering my application. I look forward to the opportunity to participate in the JGS examination.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]