

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Clarification Regarding JGS Exam

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to seek clarification regarding certain aspects of the upcoming JGS exam scheduled for [Exam Date]. Specifically, I would like to inquire about the following points:

1. **[Specific query or concern 1]**
2. **[Specific query or concern 2]**
3. **[Specific query or concern 3]**

I would greatly appreciate your guidance on these matters to ensure I am adequately prepared for the exam.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Job Title (if applicable)]
[Your Institution/Organization (if applicable)]