

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

Subject: Confirmation of JGS Exam Registration

Dear [Recipient Name],

I am writing to confirm my registration for the JGS exam scheduled on  
[Date of Exam] at [Location of Exam].

Details of my registration are as follows:

- Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Exam Time: [Time of Exam]
- Exam Venue: [Venue Name and Address]

I understand that I need to bring [any required documents/items] to the exam. If there are any changes or further instructions, please let me know.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]