

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

Dear [Recipient's Name],

Subject: Request for JGS Examination

I hope this letter finds you well. I am writing to formally request to be considered for the upcoming JGS examination scheduled for [date or time frame].

I am currently [your current status, e.g., a student at XYZ University, a working professional, etc.], and I believe that taking this examination will [briefly explain your reasons for the request, e.g., enhance my skills, meet educational requirements, etc.].

Please find enclosed [any necessary documents or information, if applicable]. I would appreciate any assistance or information you could provide regarding the enrollment process for the JGS examination.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Title/Position (if applicable)]