

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

Dear [Recipient's Name],

Subject: Acknowledgment of JGS Exam Registration

I hope this message finds you well. I am writing to formally acknowledge the receipt of my registration for the JGS exam scheduled on [Exam Date]. I appreciate the opportunity to participate in this examination and look forward to the event. Please let me know if you require any additional information or if there are any further steps I need to complete prior to the exam.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]