

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

[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization Request for JGS Examination

I hope this message finds you well. I am writing to formally request authorization to participate in the JGS examination scheduled for [exam date].

As a [your current academic status or position], I am eager to take this examination to demonstrate my knowledge and skills in the relevant subject matter.

I have attached [any necessary documents, such as identification, application forms, etc.] for your review.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID or Reference Number (if applicable)]