

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

Dear [Recipient's Name],

Subject: Inquiry Regarding JGS Examination

I hope this letter finds you well. I am writing to inquire about the upcoming JGS examination scheduled for [insert date if known]. I would like to gather more information regarding the following aspects:

1. Examination format and structure
2. Registration procedures and deadlines
3. Sample questions or preparatory materials
4. Any changes or updates to the exam this year

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]