

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

Dear [Recipient's Name],

I am writing to formally submit my application for the JGS exam.

[Brief paragraph introducing yourself and your interest in the exam.]

Enclosed with this letter are the required documents, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Please confirm receipt of my application and do not hesitate to reach out if you need any further information.

Thank you for your consideration.

Sincerely,

[Your Name]