

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

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

Dear [Recipient Name],

Subject: Withdrawal from JGS Exam

I hope this letter finds you well. I am writing to formally withdraw my registration for the Junior General School (JGS) exam scheduled for [exam date].

Due to [brief explanation of reason, e.g., unforeseen circumstances, personal issues, health reasons], I am unable to proceed with the exam at this time.

I would appreciate it if you could confirm the withdrawal and let me know if there are any further steps I need to take.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Registration Number (if applicable)]