

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Subject: Briefly state the purpose of the letter]
[Introduce yourself and provide context for your request or inquiry regarding the JGS exam. Include relevant details.]
[Explain your points clearly and concisely. Include any necessary information that the recipient will need to know.]
[Thank the recipient for their attention and express any hope for a prompt response or assistance.]
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]