

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

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

Dear [Recipient's Name],

[Opening Paragraph: Introduce the purpose of your letter, mentioning the JGT exam and any relevant details.]

[Body Paragraph 1: Provide background information or context related to the exam. Include any necessary details that support your request or concern.]

[Body Paragraph 2: Elaborate on your main points. Discuss any specific issues or questions you have regarding the JGT exam.]

[Closing Paragraph: Summarize your request or the main reason for your letter. Thank the recipient for their time and attention, and express any desire for a timely response.]

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]