

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

Subject: Admission Letter for JGT Exam

Dear [Recipient's Name or "Admissions Committee"],

I am writing to formally acknowledge the receipt of my admission letter to the JGT examination scheduled for [date of exam]. I am grateful for the opportunity to participate in this examination and look forward to demonstrating my knowledge and skills.

Please find my details below:

- Full Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Exam Date: [Date]
- Exam Location: [Location]

I will ensure that I arrive on time and come prepared with all necessary materials as stated in the admission guidelines.

Thank you for this opportunity. I appreciate your support and look forward to the upcoming exam.

Sincerely,

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