

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

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

Dear [Recipient's Name],

I am writing to formally apply for the JGT examination scheduled for [examination date]. I am [briefly introduce yourself, including your current status, such as your educational background or professional experience].

I am eager to participate in the JGT examination as I believe it will provide a valuable opportunity to [mention your reasons for taking the exam, such as advancing your career, gaining certifications, etc.].

Enclosed with this letter are my completed application form and the required documents, including [list any documents you're including, such as proof of eligibility, payment receipt, etc.].

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]