

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for JGT Exam Candidate

I hope this letter finds you well. I am writing to formally apply for the JGT examination scheduled for [date of the exam].

I have completed the necessary prerequisites and am eager to participate in this examination to further my career in [mention your field or area of interest].

Please find attached the required documents, including my application form, proof of payment, and [any other documents].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]