

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

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

Dear [Recipient's Name],

Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to [briefly state the purpose of the letter, e.g., inquire about the JGT exam details, submit an application, etc.].

[In the next paragraph, provide additional details about your request or information you wish to share. Be clear and concise.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]