

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

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

Dear [Recipient's Name],
Subject: JGT Exam Letter

I hope this letter finds you well. I am writing to formally request
[specific request related to the JGT exam, e.g., registration, inquiry,
etc.].

[Provide details regarding your request, including any necessary
information such as exam dates, locations, or personal circumstances
related to the exam.]

I appreciate your attention to this matter and look forward to your
prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]