

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss my preparations for the upcoming JGT exam scheduled for [date of the exam]. As part of my study plan, I have been focusing on [specific subjects/areas], and I would appreciate any guidance or resources you could recommend. I am particularly interested in [specific topics or strategies].

Thank you for your time and assistance. I look forward to your valuable advice.

Sincerely,  
[Your Name]