

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Title/Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Application for JGT Exam

I am writing to express my interest in applying for the JGT exam scheduled on [Exam Date]. I believe that my qualifications align well with the requirements, and I am eager to demonstrate my capabilities.

[Briefly explain why you are interested in the JGT exam and how it aligns with your goals.]

I have attached all necessary documents, including [list any documents, e.g., application form, identification, etc.]. I appreciate your consideration and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]