

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

[Recipient Name]  
[Title/Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of JGT Exam

I hope this letter finds you well. I am writing to formally submit my JGT exam materials as per the guidelines outlined for the examination process.

[Insert brief introduction about the content of your submission, any relevant details, and reasons for your submission.]

Please find attached the necessary documents, including [list any specific files or materials attached].

I appreciate your attention to this submission and look forward to your feedback.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]