

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: [Subject of the Letter]
[Introduction: State the purpose of your letter, including any relevant details about the JGT exam.]
[Body: Provide additional information, such as your qualifications, any specific requests, or important dates related to the exam.]
[Closing: Thank the recipient for their time, express your anticipation of their response, and provide your contact information if needed.]
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title/Position, if applicable]
[Additional Enclosures, if any]