

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization/Institution Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introductory paragraph: State the purpose of your letter and any relevant information about yourself or your experience.]
[Body paragraph 1: Provide more details about the JGT exam, your interest, and any relevant skills or qualifications.]
[Body paragraph 2: Mention any pertinent experiences or accomplishments that relate to the JGT exam and how they have prepared you.]
[Closing paragraph: Express enthusiasm, offer to provide additional information, and thank the recipient for their time.]
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]