

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in participating in the Japanese Language Proficiency Test (JLPT) scheduled for [date of the exam] in [location]. As a dedicated language learner, I believe taking the JLPT will not only enhance my skills but also provide a valuable credential for my career.

I am currently at the [N1/N2/N3/N4/N5] level of Japanese proficiency and have [briefly mention relevant experience, e.g., coursework, immersion experience, or other qualifications]. I have committed significant time to mastering the language, and I am eager to challenge myself through this examination.

I understand the importance of the JLPT in demonstrating linguistic competence and cultural understanding, which aligns perfectly with my personal and professional goals. I am looking forward to the opportunity to showcase my abilities and further my journey in the Japanese language. Thank you for considering my application. I look forward to your response.

Sincerely,  
[Your Name]