

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the JLPT (Japanese Language Proficiency Test) scheduled for [date of the test]. I have a few questions regarding the registration process and test materials.

1. Could you please confirm the registration deadlines?
2. Are there any changes to the test format this year?
3. Where will the testing centers be located, and can you provide information on how to select a preferred center during registration?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]