

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally invite you to participate in the Japanese Language Proficiency Test (JLPT) scheduled for [Date] at [Location]. This examination is a wonderful opportunity to assess your proficiency in the Japanese language and enhance your understanding of its complexities.

Details of the event are as follows:

- ****Date:**** [Date of the exam]
- ****Time:**** [Start time to End time]
- ****Location:**** [Venue name and address]
- ****Registration Fee:**** [Fee amount, if applicable]

Please confirm your participation by [RSVP Date] so that we can finalize all necessary arrangements. I believe this experience will be both challenging and rewarding for you.

Thank you for considering this invitation. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Title/Relationship to Recipient]
[Your Contact Number]
[Your Organization, if applicable]