

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request [specific request or information], as part of my preparation for the JLPT (Japanese Language Proficiency Test) scheduled for [date of the exam].

[Explain your reasons for the request, any relevant background information, and how it relates to your JLPT preparation.]

I would greatly appreciate any assistance you can provide regarding this matter. If possible, please send the requested information to my address or email mentioned above.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]