

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request information regarding the PTE (Pearson Test of English) examination, specifically concerning [mention the specific information you need, e.g., registration process, test dates, preparation materials, etc.].

I am keen to take the PTE exam as part of my [mention your purpose, e.g., university admission, immigration process, etc.], and would appreciate any guidance you can provide.

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

Sincerely,  
[Your Name]