

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the QuickBooks exam scheduled for [date of exam].

[Provide any specific questions or requests regarding the exam, such as registration details, study materials, or exam format].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title/Position if applicable]