

[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],

Subject: QuickBooks Knowledge Test Completion

I hope this letter finds you well. I am writing to inform you that I have completed the QuickBooks knowledge test as required. I appreciate the opportunity to demonstrate my proficiency in QuickBooks, and I look forward to discussing my results with you.

Thank you for considering my application. Should you need any further information, please feel free to contact me at your convenience.

Best regards,

[Your Name]
[Your Job Title/Position] (if applicable)
[Your Company/Organization] (if applicable)