

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request my certification test results for the QuickBooks certification exam taken on [Date of Examination]. I am eager to receive any feedback or documentation regarding my performance.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your QuickBooks User ID or Reference Number, if applicable]