

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

Dear [Recipient's Name],

I am writing to formally request information regarding the upcoming RD exam scheduled for [date]. I would like to inquire about the registration process, eligibility requirements, and any preparatory materials that you may recommend for prospective candidates.

Additionally, I would appreciate clarification on the exam format and any important deadlines I should be aware of.

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

Sincerely,

[Your Name]

[Your Credentials, if applicable]