

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my recent application for the RD exam scheduled for [Exam Date]. I wanted to confirm that all necessary documents have been received and to inquire about any additional steps or information needed from my side.

I appreciate your assistance and guidance throughout this process. Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]

[Your Credentials, if applicable]