

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the upcoming RD exam scheduled for [date or timeframe]. As a dedicated professional preparing for this important milestone in my career, I have a few questions I hope you could assist me with.

1. What are the key registration deadlines I should be aware of?
2. Are there any recommended study materials or resources provided by the institution?
3. Can you provide details on the exam format and scoring criteria?

Thank you for your time and assistance. I appreciate your help in guiding me through this process.

Sincerely,

[Your Name]

[Your Credentials, if applicable]