

[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 letter finds you well. I am writing to inquire about the upcoming RD exam scheduled for [Date of Exam]. I would like to confirm the details regarding the exam location, time, and any necessary materials that I need to bring along.

Additionally, if there are any last-minute updates or requirements, please let me know so that I can be fully prepared for the examination. Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Professional Title or Program]