

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

[Recipient Name]  
[Recipient's Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to share my preparations for the upcoming Registered Dietitian (RD) exam, which I plan to take on [exam date].

To ensure successful preparation, I have structured my study plan as follows:

1. **\*\*Study Materials\*\***: I have gathered essential resources, including textbooks, online courses, and RD exam review books, to cover key topics comprehensively.
2. **\*\*Study Schedule\*\***: I have developed a timetable that allocates specific time slots for each subject area, allowing me to focus systematically on nutrition science, medical nutrition therapy, and foodservice systems.
3. **\*\*Practice Exams\*\***: To gauge my understanding and readiness, I am incorporating practice exams into my study routine. These will help familiarize me with the exam format and identify areas that require further attention.
4. **\*\*Study Group\*\***: I've joined a study group with fellow candidates, where we can discuss challenging concepts, share resources, and motivate each other throughout this journey.
5. **\*\*Self-Care\*\***: I recognize the importance of maintaining balance during this rigorous preparation. I am prioritizing self-care by incorporating regular exercise, healthy eating, and relaxation techniques to keep my mind and body in optimal condition.

I appreciate any insights or additional resources you may have that could assist in my preparations. Your support and guidance would be invaluable as I embark on this endeavor.

Thank you for considering my request. I look forward to your valuable feedback.

Sincerely,  
[Your Name]