

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

Dear [Recipient's Name],

I am writing to formally request the registration for the RD exam scheduled for [exam date]. I have completed the necessary prerequisites and am eager to take this important step in my professional development. Enclosed with this letter are my application form and the required documentation, including proof of my completed coursework and any other requested materials.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Credentials, if applicable]