

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request information regarding the upcoming Registered Dietitian (RD) examination. I am currently preparing for this important step in my career and would appreciate any guidance or resources you could provide. Specifically, I would like to know about the following:

1. Examination dates and locations
2. Registration process and deadlines
3. Recommended study materials and resources
4. Any additional tips for successful preparation

Thank you for your assistance. I look forward to your prompt response.
Sincerely,

[Your Name]
[Your Credentials, if applicable]