

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: JLPT Candidate Registration Confirmation
I hope this letter finds you well. I am writing to confirm my
registration as a candidate for the Japanese-Language Proficiency Test
(JLPT) scheduled for [Date of Exam].
My details are as follows:
- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Test Level: [N1/N2/N3/N4/N5]
- Registration Number: [Your Registration Number]
Please let me know if you require any further information or
documentation regarding my registration.
Thank you for your attention. I look forward to your acknowledgment.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]