

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in taking the Japanese Language Proficiency Test (JLPT) at [specific level, e.g., N1, N2, etc.] on [date of the exam].

As a [your background or experience with the Japanese language, e.g., student, professional], I have dedicated significant time to mastering the language and culture. I believe that obtaining the JLPT certification will greatly enhance my [career opportunities, academic goals, or personal growth].

I would appreciate any information you could provide regarding the registration process, preparation resources, and any recommendations you might have for test-takers. Additionally, if there are any specific requirements or guidelines I should be aware of, please let me know. Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Contact Information]