

[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 am writing to express my intention to register for the Japanese Language Proficiency Test (JLPT) scheduled for [date of the exam] at [exam location].

I am currently preparing for the [level of the test, e.g., N5, N4, N3, N2, N1] and believe that this exam is essential for my language development and future opportunities in [mention your goals, e.g., education, employment, etc.].

Please find attached the required documents for my registration, as well as the payment receipt for the examination fee.

Thank you for your attention to my application. I look forward to your confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]