

[Your Company Letterhead]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

We are pleased to inform you that you have been accepted to participate in the typing test for the position of [Job Title] at [Company Name].

Details of the typing test are as follows:

- **Date:** [Test Date]
- **Time:** [Test Time]
- **Location:** [Test Location]
- **Duration:** [Duration of Test]

Please arrive at least [15/30] minutes early to allow time for check-in. Bring along a valid ID and any other materials that you may need.

We look forward to seeing you and wish you the best of luck in the test.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]