

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding Typing Test Availability

I hope this message finds you well. I am writing to inquire about the typing test offered by [Company/Organization Name]. I am interested in knowing more about the format, duration, and any prerequisites for the test.

Additionally, I would appreciate information on the scheduling process and whether there are any associated fees.

Thank you for your assistance. I look forward to your response.

Sincerely,
[Your Name]