

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Typing Test

We are pleased to inform you that you have been selected to undergo a typing test as part of our recruitment process for the [Job Title/Position] at [Company Name].

****Test Details**:**

- ****Date**:** [Insert Date]

- ****Time**:** [Insert Time]

- ****Duration**:** [Insert Duration]

- ****Location/Platform**:** [Insert Location or Online Platform]

- ****What to Bring**:** [Insert any requirements, e.g., ID, writing materials]

Please confirm your attendance by [Insert Deadline for Confirmation]. If you have any questions or concerns regarding the test, feel free to reach out to us at [Contact Information].

We look forward to seeing you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]