

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a typing test as part of my application process for [mention position or program] at [company/organization name].

I understand that proficiency in typing is essential for this role, and I am eager to demonstrate my skills. Please let me know the details regarding the administration of the test, including the date, time, and format.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]