

[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 message finds you well. I want to take a moment to express my heartfelt thanks for the opportunity to participate in the typing test conducted on [date of the test].

I appreciate the time and effort you put into organizing the test, and I found the experience to be both beneficial and enlightening. It has given me valuable insights into my typing skills and areas for improvement. Thank you once again for your support and for providing a platform for professional development. I look forward to any feedback you may have regarding my performance.

Warm regards,

[Your Name]