

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

Recipient Name  
Title  
Organization/Institution Name  
Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally express my concerns regarding the administration of the recent licensing exam held on [date of the exam]. Numerous issues were observed that I believe compromised the integrity and fairness of the examination process.

First, [describe specific issue #1, e.g., inadequate testing conditions, delays, technical difficulties, etc.]. This affected not only my performance but also that of my fellow candidates.

Additionally, [describe specific issue #2, e.g., unclear instructions, lack of adequate proctoring, etc.]. Such oversights raise serious questions about the reliability of the examination results.

I respectfully urge you to investigate these matters thoroughly and take corrective actions to prevent such occurrences in the future. Ensuring a fair and conducive environment for all candidates is crucial for maintaining the credibility of the licensing process.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,  
[Your Name]