

# **Inquiry about Licensing Examination Dates**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the dates for the upcoming licensing examination for [specific license or field]. I am eager to ensure that I am adequately prepared and would appreciate any information regarding the examination schedule, registration deadlines, and any other pertinent details.

Thank you for your attention, and I look forward to your prompt response.

Sincerely,

[Your Name]