

Inquiry on Licensing Exam Study Materials

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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. My name is [Your Name] and I am currently preparing for the [specific licensing exam] scheduled for [date]. I am writing to inquire about the availability of study materials that your organization might offer.

Specifically, I am interested in:

- Comprehensive study guides
- Practice exams
- Online courses or workshops
- Other relevant resources

Could you please provide me with information regarding the materials you have available, including pricing and how to order? Additionally, I would appreciate any recommendations you might have for maximizing my study efforts.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]