

Certification Exam Eligibility Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Certification Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about my eligibility for the upcoming [Name of Certification] exam scheduled for [Exam Date]. I have completed [mention any relevant courses, degrees, or experience] and would like to confirm if I meet the necessary requirements to register for the exam.

If you could provide details regarding the eligibility criteria, registration process, and any associated deadlines, I would greatly appreciate it. Thank you for your assistance in this matter.

Warm regards,

[Your Name]