

# Confirmation Request for Certification Exam Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of the details regarding my upcoming certification exam scheduled for [Exam Date]. I would like to verify the following information:

- Exam location
- Time of exam
- Required materials
- Identification needed

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

Sincerely,

[Your Name]