

Application for Certification Examination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Designation]

[Certification Body's Name]

[Body's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the [specific certification] examination scheduled for [date of examination]. I meet all the eligibility requirements as outlined by your organization.

I have attached all necessary documents, including my application form, proof of eligibility, and payment details. I am keen to further my professional knowledge and credentials through this certification.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]