

Inquiry for Certification Exam Eligibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the eligibility criteria for the upcoming certification exam for [specify certification name]. I am eager to understand the requirements needed to qualify for the exam and any necessary steps I should complete prior to registration.

Could you please provide the relevant details regarding:

- Eligibility requirements
- Application process
- Important deadlines
- Any required documentation

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

Sincerely,

[Your Name]