

Notification of Certification Exam Intent

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of my intent to take the certification exam for [Certification Name] scheduled on [Exam Date]. I have thoroughly prepared for this examination and am eager to demonstrate my competencies in this field.

Please let me know if there are any additional steps I need to complete prior to the exam date.

Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]