

Request for Certification Exam Registration

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Certification Body Name]
[Certification Body Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request registration for the upcoming certification exam for [Name of Certification] scheduled on [Date of Exam]. I have completed all necessary prerequisites and am eager to further my professional development.

Please find attached the required documents, including:

- Completed application form
- Proof of prerequisites
- Payment Confirmation

I appreciate your attention to this matter and look forward to your confirmation of my registration. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,
[Your Name]