

# Request for Certification Test Scheduling

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the scheduling of my certification test for [Specify Certification Name]. I am eager to complete this certification and would greatly appreciate your assistance in arranging a date and time that is convenient for both parties.

My details are as follows:

- Name: [Your Name]
- Email: [Your Email]
- Phone: [Your Phone Number]
- Preferred Dates: [List Your Preferred Dates]

Thank you for your attention to this matter. I look forward to your prompt response confirming the scheduling of my certification test.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]