

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my application for a language proficiency evaluation. I am interested in demonstrating my proficiency in [Language] for [specific purpose, e.g., academic admission, job requirement].

Enclosed with this letter, you will find:

- Completed application form
- Proof of previous language study/certificates
- Copy of my identification
- Payment receipt for evaluation fee

Please let me know if you require any further information or documentation.

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

Sincerely,

[Your Name]