

[Executive Name]
[Job Title]
[Organization Name]
[Date]

To the Examination Committee,

RE: CONFIRMATION OF EXAMINATION READINESS

I am writing to formally confirm my readiness to sit for the upcoming [Name of Examination/Certification] scheduled for [Date of Examination].

As a member of the executive management team, I have completed all required preparatory modules, satisfied the necessary prerequisites, and conducted a thorough review of the examination syllabus. I confirm that I possess the professional experience and technical knowledge required to meet the standards of this assessment.

I have ensured that my schedule is cleared to fulfill the examination requirements, and I am committed to upholding the professional integrity and ethical standards expected during this process.

Please find the necessary identification and registration documents attached to this letter. I look forward to receiving the final logistical details and venue confirmation.

Sincerely,

[Signature]

[Printed Name]
[Department/Division]
[Contact Information]