

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Aptitude Test Request

Dear :

I am writing to request that one copy of my test scores be sent to {name and address of institution}. I have included the \$ processing fee.

Please contact me if you have any questions. Thank you for your help.

Sincerely,

N A M E