

DATE: ___/___/___

Examination Hall,
City A.B.C.,
3rd May 2023

Dear Ali,

I am very glad to hear that you are ^{again} going to attempt civil service exams this year. It is very good to have high goals and the passion to serve humanity.

Through joining this civil service, man can get chance to solve problems / difficulties faced by people and by resolving their issues man can give a comfortable life full of facilities to the people of the country and also man can get internal satisfaction.

But the exam is very tough. A lot of hard work is required to pass this exams. But you are a very brilliant, hardworking individual and you are preparing yourself for this exams from previously year so you have gain lot of knowledge, skills and experience to pass this exams. Moreover your daily routine of studying is very tough. You are studying 18 hours daily. So I believe that insha ALLAH you will pass exams. Trust on your self and your abilities and also on ALLAH almighty. He will give you a good reward of your hard work ^{only}. I hope you will not clear the papers but also the interview as well.