

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

The Secretary  
Central Board of Secondary Education  
[CBSE Address]  
[City, State, Zip Code]

Subject: Request for [Specific Purpose, e.g., "Duplicate Marksheet",  
"Change of Examination Centre", etc.]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request  
[specific request] for my [examination/year, e.g., "Class 10", "Class  
12"] conducted by the CBSE. My details are as follows:

- Name: [Your Full Name]
- Roll Number: [Your Roll Number]
- School Name: [Your School Name]
- Year of Examination: [Year]

[Briefly explain the reason for your request and any relevant details  
that may assist in processing your request.]

I have attached the necessary documents [list any documents if  
applicable, e.g., "copy of my previous marksheet", "identity proof",  
etc.] to support my request. I kindly urge you to process this request at  
your earliest convenience.

Thank you for your attention to this matter. I look forward to your  
prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Class/Designation]