

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

CXC Regional Office

[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Duplicate Certificate

I hope this letter finds you well. I am writing to formally request a duplicate copy of my Certificate for the [Specific Exam/Subject] taken in [Year].

My details are as follows:

- Full Name: [Your Full Name]
- Candidate Number: [Your Candidate Number]
- Date of Birth: [Your Date of Birth]

The original certificate was [lost/damaged], and I would greatly appreciate your assistance in issuing a duplicate. I have attached the necessary documentation, including [list any documents you are including, such as identification or a police report if applicable].

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]