

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

CXC Exams Department
[Department Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Correction of Details

I am writing to formally request a correction of details related to my CXC examination records. Please find my information below:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

CXC Registration Number: [Your Registration Number]

Examination Year: [Year of Examination]

Details to be corrected: [Specify the details that require correction]

I have attached copies of relevant documents to support my request. I kindly ask that you process this correction at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]