

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

[Recipient's Name]  
[Institution's Name]  
[Institution's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Enrollment Application for CXC Examination

I hope this letter finds you well. I am writing to formally apply for enrollment in the upcoming CXC examinations for the [year/semester].

Personal Details:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- ID Number: [Your ID Number]
- School/Institution: [Your School/Institution Name]
- Subjects to be taken: [List of Subjects]

I have included all necessary documents, including my completed enrollment form, proof of payment, and copies of my identification.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]