

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

CXC Examination Office
[Address of CXC Office]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Inquiry Regarding Exam Schedule

I hope this letter finds you well. I am writing to inquire about the examination schedule for the upcoming [specify the exam, e.g., CXC CSEC] exams.

As a candidate registered to sit for the examinations in [specify exam year], I would greatly appreciate any details regarding the dates, times, and locations for the exams. This information is crucial for my preparation and planning.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Candidate Number (if applicable)]