

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

The Registrar
CXC

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

Dear [Registrar's Name or "Sir/Madam"],

Subject: Query Regarding Grade for [Subject Name]

I hope this message finds you well. I am writing to formally request clarification regarding my grade for [Subject Name] in the [Year/Exam Session] examination.

My details are as follows:

- Name: [Your Full Name]
- Candidate Number: [Your Candidate Number]
- Examination Center: [Your Exam Center]

I have reviewed my examination results and would like to understand the process that led to my assigned grade of [Your Grade]. I believe there may have been an error, and I would appreciate your assistance in clarifying this matter.

Please find attached any relevant documentation that supports my query. 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]