

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

The Registrar
Caribbean Examinations Council (CXC)
[Address of CXC]
[City, Postal Code]

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

Subject: Request for Late Submission of [Type of Submission]

I hope this letter finds you well. I am writing to formally request permission for the late submission of my [assignment/examination paper/project/report] due on [original due date] for [Course/Subject Name] - [CXC Examination Year, e.g., CXC 2023].

Due to [briefly explain your reason for the delay, e.g., unforeseen circumstances, personal issues, medical reasons], I was unable to submit my work by the deadline. I understand the importance of adhering to submission timelines, and I assure you that this request is made with genuine concern.

I kindly ask for your understanding and support in granting me an extension until [proposed new submission date]. I believe this additional time will allow me to submit work that meets the standards expected by CXC.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Candidate Number (if applicable)]