

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

CXC Regional Office

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

Subject: Request for Re-evaluation of Examination Results

Dear [CXC Official's Name or "CXC Examination Board"],

I hope this letter finds you well. I am writing to formally request a re-evaluation of my examination results for the [specific subject] taken in [month, year].

My details are as follows:

- Candidate Name: [Your Name]
- Candidate Number: [Your Candidate Number]
- Examination Year: [Year]
- Subject: [Subject Name]

I believe that there may have been an error in the grading of my paper, particularly in [mention any specific areas of concern, if applicable]. After reviewing my performance and feedback provided, I am convinced that a re-evaluation may yield a more accurate result.

I kindly request that you provide me with information regarding the process for re-evaluation, including any associated fees and required documentation.

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]