

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

The Registrar
Caribbean Examinations Council
[Address of the CXC Office]
[City, State, ZIP Code]

Dear Registrar,

Subject: Request for Examination Results

I hope this letter finds you well. I am writing to formally request the release of my examination results for the [specific examination] held in [month/year].

My details are as follows:

- Name: [Your Full Name]
- Candidate Number: [Your Candidate Number]
- Date of Birth: [Your Date of Birth]
- School Name: [Your School Name]

I would appreciate it if you could provide me with the results at your earliest convenience. If there are any forms or fees required to process my request, please let me know.

Thank you for your assistance.

Sincerely,

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