

[Your Name]
[Your Position]
[Your Examination Centre Name]
[Examination Centre Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[CXC Office Name]
[CXC Office Address]
[City, Province, Postal Code]

Dear [Recipient Name],

Subject: Retirement of Examination Centre

I hope this letter finds you well.

I am writing to formally notify you that [Examination Centre Name], located at [Examination Centre Address], will be retiring as an examination centre effective [Retirement Date].

This decision has been made after careful consideration of various factors, including [briefly state reasons if necessary]. We appreciate the support and collaboration we have received from CXC over the years and want to ensure a smooth transition during this process.

Please let us know the necessary steps that need to be undertaken to finalize this retirement and if there are any outstanding matters that require our attention.

Thank you for your understanding and support.

Yours sincerely,

[Your Name]
[Your Position]
[Your Examination Centre Name]