

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[CXC Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Appeal for CXC Certification Results

I hope this letter finds you well. I am writing to formally appeal my examination results for the [specific exam name] that I completed in [exam month/year]. My registration number is [your registration number]. I believe that there may have been an oversight in the grading of my examinations due to [briefly explain reason, e.g., unexpected circumstances, discrepancies in results, etc.]. Despite my efforts and hard work throughout the year, my results were not reflective of my true capabilities.

I kindly request a review of my examination papers, and I am willing to provide any additional documentation or evidence to support my case. I have attached [list any documents you have included, e.g., copies of past grades, letters from teachers, etc.] for your consideration.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

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