

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for CXC Certification Letter

I hope this message finds you well. I am writing to formally request a certification letter for my CXC results. I completed the examinations in [year] and would like to obtain an official letter that verifies my achievements.

Here are my details for your reference:

- Full Name: [Your Full Name]
- Candidate Number: [Your Candidate Number]
- Year of Examination: [Year]
- Subjects Undertaken: [List of Subjects]

I would appreciate your assistance in processing this request at your earliest convenience. Should you require any additional information, please do not hesitate to reach out to me.

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]