

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

CXC Registration Office

[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Subject: Withdrawal from CXC Certification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the withdrawal of my registration for the CXC certification for the [specify exam name and year, e.g., CXC CSEC 2023].

Due to [briefly explain reason, e.g., personal circumstances, health issues], I am unable to continue with my preparations and participation in the upcoming examination. I understand the implications of this withdrawal and appreciate your assistance in processing my request.

Please confirm the status of my withdrawal at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]

[Contact Number]