

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

CXC Examination Office

[Office Address]
[City, State, Zip Code]

Dear CXC Examination Office,

Subject: CXC Certification Issues

I hope this letter finds you well. I am writing to bring to your attention issues I have encountered regarding my CXC certification.

[Briefly explain the specific issue you are facing, such as missing certification, incorrect grades, or other concerns. Include relevant details like your candidate number, the examination year, and subjects involved.]

I have attached copies of relevant documents to support my request. I kindly request your prompt assistance in resolving this matter.

Thank you for your attention to this issue. I look forward to your reply.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]