

[Your Name]  
[Your Position]  
[Your Organization]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[CXC Applicant's Name]  
[Applicant's Address]  
[City, State, Zip Code]

Dear [CXC Applicant's Name],

Subject: Approval of CXC Certification Application

I am pleased to inform you that your application for the CXC Certification has been approved. Your dedication and hard work have paved the way for this achievement, and we commend you for your efforts. Please find attached the necessary documents and guidelines for the next steps in the certification process. Should you have any questions or require further assistance, do not hesitate to reach out to us. Congratulations once again on this significant milestone!

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Organization]