

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

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for CXC Certification

I hope this letter finds you well. I am writing to formally request my CXC certification for the [specific subject(s) or exam year].

My details are as follows:

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

Please let me know if there are any forms or fees required to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]