

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

[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request my CXC certification for [specify the subject or subjects] which I successfully completed in [year]. This certification is significant for my academic and professional pursuits. I would greatly appreciate it if you could provide me with the necessary steps to obtain my certificate. If there are any forms to fill out or fees to be paid, kindly let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]