

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

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

Dear [Recipient Name],

I am writing to formally acknowledge the receipt of my CXC certification, which I am pleased to have obtained. I would like to express my gratitude for the opportunity to participate in the examination and for the meticulous efforts of the CXC team.

The knowledge and skills I have acquired throughout this process are invaluable and will significantly contribute to my academic and professional growth. I appreciate the support provided during my preparation and the guidance offered throughout the examination.

Thank you once again for this achievement. I look forward to utilizing my certification effectively in my future endeavors.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]