

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to follow up regarding my CXC certification application submitted on [submission date]. I want to ensure that all necessary documents have been received and inquire about the status of my application.

Understanding the importance of the certification, I appreciate your assistance in this matter. If there are any additional requirements or information needed from my side, please let me know, and I will respond promptly.

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

Warm regards,

[Your Name]
[Your CXC Candidate Number, if applicable]