

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

The Registrar
CXC Headquarters
[Address of CXC]
[City, State, Zip Code]

Dear Registrar,

Subject: Application for CXC Certificate

I hope this letter finds you well. I am writing to formally request the issuance of my CXC certificate. My details are as follows:

Name: [Your Name]

Examination Year: [Year]

Candidate Number: [Your Candidate Number]

School Attended: [Name of School]

I have completed all required examinations and have fulfilled all necessary academic obligations. Enclosed with this letter are copies of my identification and other required documentation.

I would appreciate your prompt assistance in processing my application. Should you require any further information, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]