

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position/Title]
[CXC Office/Organization Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Endorsement of CXC Certificate

I am writing to formally endorse the CXC certificate of [Candidate's Name], who has successfully completed the [specific course or examination] conducted by the Caribbean Examinations Council (CXC) in [Year].

[Candidate's Name] has demonstrated exceptional skills and knowledge in [specific subjects], and I wholeheartedly support their achievements as it reflects their hard work and dedication.

I believe that the credentials obtained will significantly benefit [Candidate's Name] in their future academic and professional endeavors. Thank you for considering this endorsement. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Organization]