

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

CXC Examinations

[Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Reissue of CXC Certificate

I am writing to formally request the reissue of my CXC certificate. My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Examination Year: [Year you took the exams]
- Examination Center: [Location of the exam center]
- CXC Registration Number: [Your Registration Number]

Unfortunately, I have lost my original certificate and would like to obtain a replacement for my records and future use.

I have attached a copy of my [identification document] and any necessary forms as required for processing this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]