

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

The Caribbean Examinations Council

[Office/Department Name]  
[Address of CXC Office]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Replacement of CXC Certificate

I hope this letter finds you well. I am writing to formally request a replacement for my Caribbean Secondary Education Certificate (CSEC) issued by the Caribbean Examinations Council.

My details are as follows:

- Full Name: [Your Full Name]
- Examination Year: [Year you took the exam]
- Candidate Number: [Your Candidate Number]
- Subjects Taken: [List Subjects]

Unfortunately, my certificate was [briefly explain the reason for the request, e.g., lost, damaged, etc.]. I would appreciate it if you could guide me through the process of obtaining a replacement.

Enclosed are copies of [list any documents you are including, such as identification, police report, etc.]. Please let me know if additional information is required.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]