

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

The Examination Officer
Caribbean Examinations Council (CXC)
[Office Address]
[City, State, Zip Code]

Dear Examination Officer,

Subject: Request for CXC Certificate

I hope this letter finds you well. I am writing to formally request the issuance of my CXC certificate for the examinations I completed in [Year].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Examination Center: [Your Examination Center]
- Candidate Number: [Your Candidate Number]

I have successfully completed the following subjects:

1. [Subject 1]
2. [Subject 2]
3. [Subject 3]

[Add more subjects as necessary]

I would appreciate it if you could provide the necessary information regarding the application process and any required fees for obtaining the certificate.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]