

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: CXC Certificate Verification Request

I hope this letter finds you well. I am writing to request verification of my CXC certificate as part of my application for [specific purpose, e.g., employment, further studies, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- CXC Candidate Number: [Your Candidate Number]
- Year of Examination: [Year]
- Subjects Taken: [List of Subjects]

I have attached a copy of my CXC certificate for your reference. Kindly let me know if you require any further information or documentation to assist with this verification process.

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

Sincerely,

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