

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

CXC Regional Headquarters  
[Address of CXC]  
[City, State, Zip Code]

Dear Sir/Madam,

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 sat in [Year]. My full name is [Your Full Name], and my candidate number is [Your Candidate Number].

I would greatly appreciate it if you could expedite the processing of the certificate, as it is required for [explain the reason, e.g., further education, scholarship application, job application].

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]