

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

[Exam Board Name]
[Exam Board Address]
[City, State, Zip Code]

Dear [Exam Board or Specific Person's Name],

Subject: Request for CXC Certificate

I hope this letter finds you well. I am writing to request the issuance of my CXC certificate for the examinations I completed in [Year]. My details are as follows:

- Full Name: [Your Full Name]
- Examination Number: [Your Examination Number]
- Date of Birth: [Your Date of Birth]
- School Attended: [Your School Name]

I have completed all requirements and received my results, but I have yet to receive my official certificate. Having this certificate is important for [mention reason, e.g., further education, employment opportunities, etc.].

I kindly ask that you process my request at your earliest convenience. If there are any forms or fees required, please let me know how to proceed. 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]