

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

Dear [Recipient's Name],

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

My details are as follows:

- Full Name: [Your Full Name]
- Candidate Number: [Your Candidate Number]
- Examination Year: [Year of Examination]

I would greatly appreciate your assistance in providing me with this certificate as it is required for [reason for needing the certificate, e.g., job application, further education, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]