

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

[Recipient Name]  
[Organization/Institution Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Retrieval of CXC Certificate

I hope this letter finds you well. I am writing to formally request the retrieval of my CXC certificate, which I completed in [Year] at [School Name].

My details are as follows:

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

Please let me know the necessary steps or documents required for the retrieval process. If there are any fees associated with this request, kindly inform me as well.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]