

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Name of the Examining Body]  
[Address of the Examining Body]  
[City, Postal Code]

Dear [Recipient's Name],

Subject: Request for CXC Certificate

I hope this letter finds you well. I am writing to formally request the issuance of my CXC certificate. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Exam Session: [Year/Session]
- Candidate Number: [Your Candidate Number]

I have successfully completed my exams and would appreciate your assistance in obtaining my certificate as it is essential for my further studies/job applications.

If there is any additional information or documentation required, please do not hesitate to contact me.

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

Sincerely,  
[Your Name]