

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Request for CXC Certificate

I hope this letter finds you well. I am writing to formally request a copy of my CXC certificate, which I completed in [Year of Completion] at [School's Name].

As I pursue further education and employment opportunities, the certificate is essential for my records. I would appreciate it if you could assist me in obtaining this document at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID or Reg. No. if applicable]