

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

[Recipient's Name]  
[Recipient's Title]  
[CXC Office Address]  
[City, Postal Code]

Dear [Recipient's Name],

Subject: Application for CXC Certificate

I hope this letter finds you well. I am writing to formally request the issuance of my CXC certificate for the examination held in [Year of Examination].

My details are as follows:

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

Please find attached the required documents, including [list any attached documents, e.g., identification, proof of payment].

I would appreciate it if you could process my application at your earliest convenience. Should you need any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]