

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Examining Body Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of my CXC certificate, which I successfully completed during the [specify year, e.g., 2023] examination period.

My identification details are as follows:

- Candidate Number: [Your Candidate Number]
- Date of Birth: [Your Date of Birth]
- Examination Center: [Your Examination Center]

I have ensured that all necessary fees have been paid and have enclosed a copy of my identification for verification purposes. Please inform me if any further information or documentation is required.

I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]