

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

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

Dear [Recipient'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. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Examination Year: [Year of Examination]
- Candidate Number: [Your Candidate Number, if applicable]

Due to [mention reason, e.g., "the certificate being misplaced" or "applying for further studies"], I need a duplicate of my CXC certificate at your earliest convenience.

Please let me know if there are any fees or additional documentation required to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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