

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

[Recipient's Name]
[Institution's Name]
[Institution's 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 for the examinations I completed in [Year].

My details are as follows:

- Full Name: [Your Full Name]
- CXC Candidate Number: [Your Candidate Number]
- Examination Year: [Year]

Please let me know if there are any forms or fees 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 Name]