

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

CXC Examination Registration Office

[Office Address]
[City, State, Zip Code]

Dear CXC Examination Officer,

Subject: Inquiry/Registration for CXC Examination

I am writing to [state your purpose, e.g., inquire about, register for] the upcoming CXC examinations scheduled for [dates]. My details are as follows:

- Name: [Your Full Name]
- Candidate Number: [Your Candidate Number]
- School Name: [Your School's Name]
- Examination Subjects: [List of Subjects]

I would appreciate any information you can provide regarding [specific details, e.g., registration process, fee structure, examination dates].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Number]