

****Template 1: Request for Special Examination Arrangements****

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Date]

[Recipient Name]

[CXC Examination Office]

[Office Address]

[City, Postal Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request special arrangements for the upcoming CXC examinations due to [brief explanation of your circumstances, e.g., medical condition, learning disability].

I have attached the necessary documentation to support my request. I appreciate your consideration of my situation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Candidate Number]

****Template 2: Inquiry about Examination Results****

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Date]

[Recipient Name]

[CXC Examination Office]

[Office Address]

[City, Postal Code]

Dear [Recipient Name],

I am writing to inquire about the status of my CXC examination results for the [specific subjects] taken in [month/year]. My candidate number is [your candidate number].

I would appreciate any updates regarding the release of results as I am eager to proceed with my next academic steps.

Thank you for your assistance.

Warm regards,

[Your Name]

[Your Candidate Number]

****Template 3: Appeal for Reevaluation of Exam Paper****

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Date]

[Recipient Name]

[CXC Examination Office]

[Office Address]

[City, Postal Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally appeal for a reevaluation of my examination paper for [subject] taken in [month/year]. My candidate number is [your candidate number].

I believe my performance may not have been accurately reflected in the final grade due to [briefly explain your reason, e.g., specific concerns about grading]. I kindly request a review of my paper at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Candidate Number]