

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Request for CXC Exam Scoring Information  
I hope this letter finds you well. I am writing to request information regarding the scoring process and results for the CXC examinations that were held on [Exam Dates].  
As a candidate who recently completed these exams, I am eager to understand how my performance aligns with the scoring criteria and to receive my detailed results. I would appreciate any specific insights regarding the grading scale and how my individual scores were derived. Thank you for your time and assistance. I look forward to your prompt response.  
Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your CXC Registration Number]