

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

Dear [Exam Board Secretary/Relevant Person's Name],

Subject: Submission of CXC Examination Entry

I hope this letter finds you well. I am writing to formally submit my entry for the upcoming CXC examinations scheduled for [examination date].

Please find enclosed the following documents for your consideration:

1. Completed examination entry form
2. Payment receipt for examination fees
3. [Any additional documents required, if applicable]

My details are as follows:

- Full Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Subjects Entered: [List the subjects you are entering for]

I appreciate your attention to this matter and look forward to your confirmation of my entry. Should there be any further requirements or queries, please do not hesitate to contact me via the provided contact information.

Thank you for your assistance.

Yours sincerely,

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