

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
[School/Institution Name]
[School Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my intent to [state the purpose of your letter, e.g., apply for an exemption, request information, etc.].

In alignment with the CXC exam criteria, I wish to highlight my [mention any relevant qualifications, experiences, or achievements]. These experiences have equipped me with the necessary skills and knowledge to [describe how it relates to the intended purpose].

Furthermore, I have taken steps to ensure that I meet the requirements outlined by CXC. [Briefly explain any relevant preparations or qualifications that support your request].

I appreciate your attention to this matter and look forward to your positive response. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your time and consideration.

Sincerely,

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