

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[School/Exam Board Name]

[School/Exam Board Address]

[City, Postcode]

Dear [Recipient Name],

Subject: GCSE Entry Request

I hope this letter finds you well. I am writing to formally request entry for the GCSE examinations for the following subjects: [list subjects].

As a dedicated student, I have been actively preparing and am eager to demonstrate my understanding of the material covered throughout the course.

Please let me know if there are any forms or fees required for this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]