

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Organization Name]  
[Address]  
[City, Postcode]

Dear [Recipient Name],

I am writing to formally request a proof of my grades for the GCSEs that I completed in [Year]. My full name is [Your Full Name], and my date of birth is [Your Date of Birth].

I took my GCSE examinations at [School/Institution Name] and am currently in the process of applying to [University/College/Job/Other Institution], which requires verification of my academic achievements.

Please find attached a copy of my identification and any necessary documents that may assist in processing my request. I would appreciate it if you could send the proof of my grades to my address mentioned above or via email at [Your Email Address].

Thank you for your assistance.

Yours sincerely,

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