

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Exam Board Name]
[Address]
[City, Postcode]

Dear [Recipient's Name],

I am writing to formally request an exam cover letter for my upcoming GCSE exams scheduled for [insert exam dates]. My full name is [Your Full Name], and my candidate number is [Your Candidate Number].

I understand that the cover letter is important for [reason for needing the letter, e.g., application for special consideration, to inform an employer, etc.]. Having this documentation will greatly assist me in [explain briefly how it will help you].

Please let me know if you require any further information or documentation to process my request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Yours sincerely,

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