

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

[Exam Board Name]
[Exam Board Address]
[City, Postcode]

Dear [Examination Officer's Name],

Subject: Application for GCSE Exam Registration

I hope this letter finds you well. I am writing to formally apply for registration to sit my GCSE exams. My details are as follows:

- **Full Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **School Name:** [Your School Name]
- **Candidate Number:** [If applicable]
- **Subjects Required:** [List of subjects you wish to take]

I have completed the necessary coursework and am keen to demonstrate my knowledge and skills through the examinations. Please let me know if you require any additional information or documentation to process my application.

Thank you for your attention to this matter. I look forward to your prompt reply.

Yours sincerely,

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