

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgment of KCSE Results

I hope this letter finds you well. I am writing to formally acknowledge the receipt of my Kenya Certificate of Secondary Education (KCSE) results for the year [Year].

I would like to express my gratitude for the educational opportunities I received during my time at [School Name]. The support and guidance of my teachers and peers have played an instrumental role in my academic journey.

I appreciate the efforts of the Kenya National Examinations Council in conducting the examinations and the timely release of results.

Should there be any further steps I need to follow regarding my results, please do not hesitate to inform me.

Thank you once again for your support.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]