

# Certification Exam Results Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Certification Body/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the results of my certification exam that I completed on [Insert Exam Date]. My details are as follows:

- Full Name: [Your Full Name]
- Candidate ID: [Your Candidate ID]
- Exam Title: [Title of Exam]

I would greatly appreciate it if you could provide me with my examination results at your earliest convenience. If there are any forms or additional information required to process my request, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]