

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally provide proof of my certification in Business Qualification (BQ), which I obtained on [Date of Certification] through [Certifying Body/Organization].

The details pertaining to my certification are as follows:

- Certification Name: [Name of Certification]
- Certification ID: [Certification ID]
- Date of Issue: [Date of Issue]
- Expiration Date: [Expiration Date, if applicable]
- Certifying Body: [Name of Certifying Body]
- URL for Verification (if applicable): [URL]

Please let me know if you require any further information or documentation. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]