

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

[Certification Body's Name]
[Certification Body's Address]
[City, State, Zip Code]

Dear [Certification Body's Name/Contact Person],

Subject: BQ Certification Confirmation

I hope this message finds you well. I am writing to formally request confirmation of my BQ certification. My details are as follows:

- Name: [Your Full Name]
- Certification ID: [Your Certification ID]
- Date of Certification: [Date of Certification]

I would appreciate it if you could provide me with written verification of my current certification status, including any relevant details regarding the expiry date and any maintenance requirements.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]