

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of BQ Certification

We are writing to confirm that [Employee's Name], holding the position of [Employee's Position] at [Your Company Name], has successfully completed the requirements for BQ certification as of [Certification Date].

The BQ certification verifies [Employee's Name]'s competence in [state relevant skills or area of expertise], aligning with industry standards for quality and performance.

Should you require any further information or confirmation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]