

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

Dear [Recipient Name],

I am pleased to acknowledge the successful completion of the EKG certification program by [Candidate's Name]. This significant achievement demonstrates their commitment to professional development and proficiency in EKG interpretation and patient care.

As of [Date of Completion], [Candidate's Name] has met all the requirements and has passed the certification examination. This credential will enhance their skills while providing exceptional care to patients.

Please join me in congratulating [Candidate's Name] on this accomplishment.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]