

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my EKG certification, which is set to expire on [expiration date]. My certification number is [certification number].

I have completed the necessary continuing education and hands-on training, as required, and have attached the relevant documentation for your review.

Please let me know if there are any additional steps I need to take to proceed with the renewal process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]