

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

Dear [Recipient Name],

Subject: GVM Certification Confirmation

I am pleased to certify that [Applicant's Name] has successfully completed the requirements for the GVM (Global Vendor Management) certification. This certification reflects their proficiency in the essential skills and knowledge necessary for effective vendor management. The following details summarize [Applicant's Name]'s achievement:

- **\*\*Certification Program:\*\*** GVM
- **\*\*Certification Date:\*\*** [Certification Date]
- **\*\*Certification Number:\*\*** [Certification Number] (if applicable)
- **\*\*Training Provider:\*\*** [Training Provider Name]

We commend [Applicant's Name] for their dedication and hard work in achieving this certification, which will undoubtedly contribute to their professional growth and the success of our organization.

Should you have any questions or require further information, please feel free to contact me directly.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]