

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Request for GVM Certificate Issuance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the issuance of a GVM (Group Validation Model) certificate for [Specify Purpose: e.g., completion of training, compliance, etc.].

****Applicant Details:****

- Name: [Your Full Name]
- ID/Reference Number: [Your ID/Number]
- Program/Project Name: [Specify if applicable]
- Date of Completion: [Date]

I have completed the necessary requirements and have attached all relevant documents for your review. Kindly inform me if any additional information is needed to process this request.

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]
[Your Position/Title, if applicable]
[Your Organization, if applicable]