

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: GVM Certificate Issuance

Dear [Recipient's Name],

We are pleased to inform you that [Name of Company/Individual] has successfully completed the requirements to be awarded the GVM (Green Vehicle Management) certificate.

Certificate Details:

- Certificate Number: [Certificate Number]
- Name of Holder: [Name of Company/Individual]
- Date of Issue: [Date of Issue]
- Valid Until: [Expiration Date]

This certificate signifies [brief description of what the GVM certificate represents].

Should you require any further information or clarification, please do not hesitate to contact us at [your contact information].

Congratulations on this achievement!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Your Organization's Website]