

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

[Recipient Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Hygiene Certificate

I am writing to formally apply for a hygiene certificate as required for [explain the purpose, e.g., food service, childcare, etc.].

I have completed the necessary training programs and coursework in food safety and hygiene practices, which I believe meets the requirements outlined by your office. [You may include specific details about your training, experience, or any relevant certifications here.]

To support my application, I have attached copies of my training certificates, identification, and any additional documentation required.

I kindly request your assistance in processing my application at your earliest convenience. Should you need any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]