

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject: Hygiene Certificate Assessment****

We are pleased to inform you that your application for the hygiene certificate has been assessed. After a thorough evaluation of your facility and practices, we have concluded the following:

1. ****Assessment Date:**** [Insert Date]

2. ****Facility Name:**** [Insert Facility Name]

3. ****Assessment Conducted By:**** [Assessor's Name/Organization]

****Findings:****

- [Finding 1: Brief description]

- [Finding 2: Brief description]

- [Finding 3: Brief description]

****Recommendations:****

- [Recommendation 1: Brief description]

- [Recommendation 2: Brief description]

We appreciate your commitment to maintaining high hygiene standards and compliance with regulations. Please address the findings and recommendations listed above to ensure continuous improvement.

Should you require further clarification or wish to discuss the assessment in detail, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]