

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Hygiene Certificate Confirmation

We are pleased to confirm that [Your Company Name] has successfully completed the necessary procedures and met all requirements to obtain the Hygiene Certificate for [specific purpose or location].

Certificate Details:

- Certificate Number: [Certificate Number]

- Issued Date: [Date of Issuance]

- Expiry Date: [Expiry Date]

This certificate confirms that our facilities comply with the hygiene standards established by [relevant authority/organization] and demonstrates our commitment to maintaining the highest levels of cleanliness and safety.

Should you have any questions or require further information, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Signature (if sending a hard copy)]