

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Hygiene Certificate Issuance Confirmation

Dear [Recipient Name],

We are pleased to confirm that your application for the Hygiene Certificate has been successfully processed.

Certificate Details:

- Certificate Number: [Certificate Number]

- Issuance Date: [Issuance Date]

- Valid Until: [Expiration Date]

Please ensure that you keep this certificate on file and present it as required. For any queries or further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your attention to hygiene standards.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]