

[Your Business Letterhead]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Agency/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Hygiene Certificate Application for [Your Business Name]

I am writing to formally request a hygiene certificate for my food business, [Your Business Name], located at [Your Business Address]. As per local regulations, we have implemented all necessary procedures to ensure the highest levels of hygiene and food safety.

Our establishment has undergone thorough inspections and has complied with all required health and safety standards. Attached are the following documents to support our application:

1. Proof of food safety training for our staff
2. Inspection reports from health authorities
3. Records of regular sanitation practices
4. Food safety management plan

We are committed to providing our customers with safe and high-quality food products. We kindly request your prompt processing of our hygiene certificate application.

Thank you for your attention to this matter. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]