

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Hygiene Certificate Notification

We are pleased to inform you that your application for a Hygiene Certificate has been successfully processed. Please find the details of your certification below:

- **Certificate Number:** [Certificate Number]

- **Issue Date:** [Issue Date]

- **Expiration Date:** [Expiration Date]

- **Issued To:** [Name of the Business/Entity]

- **Address of the Business:** [Business Address]

This certificate demonstrates compliance with hygiene standards and regulations set forth by [Relevant Authority/Organization]. You are encouraged to display this certificate prominently at your establishment. Should you have any questions regarding the certificate or the compliance process, please contact us at [Contact Information].

Thank you for your commitment to maintaining high hygiene standards.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]