

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Hygiene Certificate Processing

We are writing to inform you that we have received your application for the hygiene certificate for [specific premises or service]. Our team is currently reviewing your submission and the necessary documentation provided.

Please allow us [specific timeframe] to complete the processing. If there are any additional documents or information required, we will reach out to you promptly.

Thank you for your cooperation. Should you have any questions or need further assistance, feel free to contact us at [contact number] or [email address].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]