

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Organization/Agency Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Renewal of Hygiene Certificate

I hope this letter finds you well. I am writing to formally request the renewal of my hygiene certificate, which is set to expire on [expiration date].

My certificate number is [certificate number], and it was originally issued on [issue date]. I understand that maintaining proper hygiene standards is crucial, and I am committed to upholding these standards in my [business/practice].

I have completed the necessary training/update courses as required and attached the relevant documents for your review.

Please let me know if any further information or documentation is needed to facilitate the renewal process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Business Name, if applicable]