

[Your Company Letterhead]

[Your Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Subject: Hygiene Certificate Verification

Dear [Recipient's Name],

I am writing to formally request the verification of the hygiene certificate issued to [Name of Individual/Organization] on [Date of Issuance]. The certificate number is [Certificate Number].

We would appreciate your prompt confirmation of the validity of this certificate, including any relevant details regarding its issuance and the compliance standards met.

Thank you for your assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]