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[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Acceptance of Hz Tester
We are pleased to inform you that your application for the Hz Tester has
been accepted. After a thorough review, we acknowledge the successful
completion of all requirements and the satisfactory results of the
testing process.
Key Details:
- Model: [Model Number]
- Serial Number: [Serial Number]
- Testing Date: [Testing Date]
- Acceptance Date: [Acceptance Date]
We appreciate your efforts in ensuring that the Hz Tester meets our
standards. Please find enclosed any additional documentation related to
the acceptance process.
If you have any questions or require further information, feel free to
reach out.
Congratulations once again, and we look forward to your continued
collaboration.
Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]
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