

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally acknowledge the receipt of the OGC certificate issued on [insert date of certificate issuance]. This certificate serves as an important milestone in our ongoing commitment to [mention purpose or significance of the certificate].

We appreciate the effort and resources invested by the organization towards the completion of this certification. The recognition is not only a testament to our dedication but also enhances our credibility and reputation in the industry.

Please let us know if you require any further information or documentation related to this acknowledgment.

Thank you once again for your support and guidance throughout this process.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]