

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

Subject: Hygiene Certificate

Dear [Recipient Name],

I am pleased to inform you that [Your Company/Organization Name] has successfully completed the hygiene audit conducted on [Date of Audit]. Based on the results of this assessment, we are proud to issue this Hygiene Certificate to confirm that [Details of the premises/operation] complies with the requisite hygiene standards as set by [Regulatory Body/Organization].

Details of the Certificate:

- **Certificate Number:** [Certificate Number]
- **Date of Issue:** [Date of Issue]
- **Expiry Date:** [Expiry Date]
- **Scope of Certification:** [Scope/Description]
- **Location Certified:** [Specific location/Facility Name]

The assessment covered various aspects, including:

- [List specific areas/criteria assessed, e.g., sanitation practices, food handling procedures, waste management, etc.]

We appreciate your commitment to maintaining high standards of hygiene and ensuring the safety and health of your staff and customers.

Please feel free to reach out if you have any questions or require further information regarding this certification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]

[Enclosure: Hygiene Certificate]