

[Your Company Logo]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Hygiene Certificate Issuance

This is to certify that [Individual/Business Name] has successfully completed the required hygiene training and meets the standards set forth by [Relevant Authority/Organization].

Details are as follows:

- Name of Certificate Holder: [Name]
- Certificate Number: [Certificate Number]
- Date of Training: [Date]
- Expiry Date: [Expiry Date]

We commend [Individual/Business Name] for their commitment to maintaining high hygiene standards.

Should you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Signature Line]
[Official Seal/Stamp if applicable]