

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Hygiene Certificate

We are pleased to inform you that [Your Company Name] has successfully completed the necessary hygiene inspections and training required to obtain the Hygiene Certificate. This certificate confirms that we adhere to all health and safety regulations set forth by [Relevant Health Authority/Organization].

Certificate Details:

Certificate Number: [Certificate Number]

Issued Date: [Date Issued]

Valid Until: [Expiration Date]

This certificate verifies that our facility maintains high standards of cleanliness and hygiene, ensuring the safety of our [products/services]. We are committed to upholding these standards and continuing our training efforts for all staff members.

For any further inquiries or clarification, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]