

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Institutional Hygiene Certificate

We are pleased to inform you that [Name of Institution] has successfully completed the necessary requirements for the Institutional Hygiene Certification. This certification confirms that our institution adheres to the highest standards of hygiene and sanitation as stipulated by the relevant health authorities.

Certificate Details:

- Certificate Number: [Certificate Number]

- Issued Date: [Issuance Date]

- Expiry Date: [Expiry Date]

We commit to maintaining these standards and ensuring a safe and healthy environment for all our stakeholders. Should you have any questions or require further information, please do not hesitate to contact us at

[Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Contact Information]

[Website (if applicable)]