

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Hygiene Certificate

This is to certify that [Individual/Company Name] has successfully completed the hygiene training course on [Date of Training]. The training covered essential topics including personal hygiene, food safety, sanitation, and cleanliness standards.

Certificate Number: [Certificate Number]

Issued on: [Issue Date]

This certificate is valid until [Expiration Date] and is a testament to the commitment to maintaining the highest hygiene standards.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature (if printed)]