

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

[Recipient's Name]
[Recipient's Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Hygiene Certificate

This is to certify that [Individual's Name/Organization's Name] has successfully completed the required hygiene training on [Date of Completion].

The training covered essential topics including sanitation practices, food safety, and health regulations, ensuring a comprehensive understanding of hygiene standards.

We are pleased to affirm that [Individual's Name/Organization's Name] meets the necessary criteria and is compliant with hygiene regulations. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position]
[Your Organization]