

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request my QuickBooks (QB) certification details and any necessary information regarding the certification process.

As a dedicated professional seeking to enhance my skills in accounting software, I believe obtaining QB certification will significantly contribute to my career growth.

Please let me know the steps I need to take to achieve this certification and any relevant deadlines or requirements I should be aware of.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Company (if applicable)]