

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quality of Service (QoS) Certification Approval

We are pleased to inform you that your application for Quality of Service (QoS) certification has been reviewed and is currently under consideration for final approval. Upon assessment of the submitted documentation and adherence to the standards set forth, we are confident in the quality measures implemented by your organization.

To proceed with the certification process, we kindly request the following documentation/information:

1. [Document/Information #1]
2. [Document/Information #2]
3. [Document/Information #3]

Please submit these items by [Submission Deadline Date] to ensure a timely review and approval process. Should you require any further clarification or assistance, do not hesitate to reach out.

Thank you for your commitment to quality service. We look forward to finalizing the certification process soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]