

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: TLS Verification

We are writing to verify that [Individual/Organization Name], located at [Address], has successfully completed the necessary training and assessments associated with the TLS certification program.

This certification is an acknowledgment of their proficiency in [specific skills or knowledge areas], effective as of [Certification Date].

Should you require any further information or clarification, please do not hesitate to reach out to us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]