

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Committee Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Certification of [Committee Name] Membership

I am pleased to certify that [Committee Member's Name] has been an active member of the [Committee Name] since [Start Date]. This certification confirms their participation and contributions to our committee's objectives and activities.

The [Committee Name] is dedicated to [briefly describe the committee's purpose and goals]. During their tenure, [Committee Member's Name] has demonstrated commitment and professionalism in their role, participating in [mention specific tasks or initiatives].

Should you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Your Organization's Official Seal, if applicable]