

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: YQCA Certification Renewal

I hope this letter finds you well. I am writing to confirm my participation in the Youth for the Quality Care of Animals (YQCA) program for the upcoming year.

As part of my commitment to enhancing animal care and welfare practices, I have participated in the necessary training sessions and have successfully completed the required modules for certification. Enclosed, please find my certification details and relevant documents for your review.

I appreciate the opportunity to be a part of this vital program and look forward to contributing positively to animal care in our community.

Thank you for your attention to this matter. Should you require any additional information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Organization if applicable]
[Enclosures: Certification Details]