

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

Dear [Recipient Name],

I am writing to submit my YQCA (Youth for the Quality Care of Animals) certification as required. I have completed the YQCA program successfully and am committed to ensuring the highest standards of care and welfare for animals.

Attached to this letter, you will find a copy of my YQCA certification, which includes my completion details and certification number.

Thank you for your attention to this matter. Please feel free to reach out if you require any additional information.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]