

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Certification for [Description of Certification]

I am writing to formally certify that [Provide details about the individual or organization being certified], in accordance with [relevant standards or regulations].

This certification is based on the following criteria:

- [Criterion 1]
- [Criterion 2]
- [Criterion 3]

[Provide any additional information or context regarding the certification process or requirements].

Should you require further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]