

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: ZVAC License Notification

Dear [Recipient's Name],

We are pleased to inform you that [Your Company Name] has successfully obtained the ZVAC License, effective from [Start Date]. This license allows us to [briefly describe what the license permits or enables]. Enclosed with this letter are the copies of the ZVAC License and relevant documentation for your records.

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

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]