

Organic Certification Renewal Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your organic certification is due for renewal on [Renewal Due Date]. To maintain your organic status, please submit the required documentation and renewal application by [Submission Deadline].

Please ensure that all records, including production details and inputs used, are up-to-date and available for our review. If you have any questions regarding the process, do not hesitate to contact us.

Thank you for your continued commitment to organic practices.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]