

Compliance Certificate Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization/Agency Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a Compliance Certificate as part of the requirements for obtaining a business license for [Your Company Name]. We have completed all necessary steps to adhere to the mandated regulations and wish to ensure our compliance is properly documented.

For your reference, we have attached the necessary documents that outline our compliance with the applicable laws and regulations. We are committed to maintaining all standards and look forward to your prompt response to this request.

If you require any additional information or further documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter, and I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]