

Subject: Request for Verification of Trainer Certification

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request verification of the certification for [Trainer's Name], who has indicated that they hold a certification from your organization. As part of our hiring process, we require confirmation of credentials to ensure the competence and qualifications of our trainers.

Details of the trainer are as follows:

- Trainer's Name: [Trainer's Name]
- Certification Type: [Certification Type]
- Certification Number: [Certification Number]
- Date of Issue: [Date of Issue]

Please confirm whether [Trainer's Name] is currently certified by your organization. If possible, I would appreciate a response by [Insert Date], as we aim to finalize our decision promptly.

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company/Organization Name]