

Confirmation Request for Received Certifications

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request confirmation of the receipt of my certifications, which were sent on [Insert Date Sent]. These certifications include:

- [Certification 1]
- [Certification 2]
- [Certification 3]

It would be greatly appreciated if you could confirm that these certifications have been received. If you require any further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]