

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Certification Body/Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my certification, which I applied for on [Application Date]. My application reference number is [Reference Number].

I would appreciate any updates you may have regarding the progress of my certification application. If there are any outstanding documents or information needed from my side, please do not hesitate to let me know.

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

Sincerely,

[Your Name]