

NOTICE OF ADDITIONAL CERTIFICATION REQUIREMENTS

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Your Position]

Subject: Additional Certification Requirements

Dear [Recipient Name],

We hope this message finds you well. This is to inform you that as part of our ongoing commitment to maintain the highest standards in our operations, we have identified additional certification requirements that need to be fulfilled by [specified deadline].

The additional certifications required are as follows:

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

Please ensure that you arrange to complete these certifications at your earliest convenience to avoid any disruptions to your [services/work/performance]. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]