

Notification of Certification Documents Submission

Date: [Insert Date]

From: [Your Name]

To: [Recipient's Name]

Subject: Submission of Certification Documents

Dear [Recipient's Name],

I am writing to formally notify you that I have submitted the required certification documents as part of the [specific process or requirement] on [submission date]. Please find the details of the documents submitted below:

- Document 1: [Description]
- Document 2: [Description]
- Document 3: [Description]

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization]