Request for Certification Compliance Confirmation

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a confirmation of compliance regarding the certification of [specify the certification, e.g., ISO 9001, etc.] for [describe the product/service, if applicable].

As we strive to maintain the highest standards in our operations, it is essential for us to ensure that all relevant certifications are duly confirmed and in compliance. We would appreciate it if you could provide us with verification of the current certification status at your earliest convenience.

If there are any forms or additional documentation required on our part, please do not hesitate to let us know. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]