

Confirmation of Completion Certificate Reissue

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm that your request for the reissue of your Completion Certificate has been processed successfully. The new certificate is now being prepared for you.

Please allow [insert time frame] for the completion of this process. You will receive a notification once your new certificate is ready for collection or dispatch.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]