

Update on Diving Instructor Certification Status

Dear [Instructor's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your diving instructor certification status.

As of [Date], we have completed the review of your submitted documents and performance evaluations. We are pleased to inform you that you have successfully passed all required assessments.

Your official certification will be processed and mailed to you within the next [Time Frame]. Please allow for shipping time based on your location.

Congratulations on this achievement! If you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]