

Letter of Acknowledgment for Safety Certification Renewal

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge the receipt of your application for the renewal of the safety certification for [Specify Certification Name] which was submitted on [Insert Submission Date].

Your ongoing commitment to maintaining safety standards is commendable, and we appreciate your proactive approach in submitting the necessary documents for renewal. We will review your application and conduct the necessary evaluations.

Please allow us [Insert Time Frame] to process your application. If you have any questions or need further information, feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to safety and compliance.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]