

Certification Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your certification in [Certification Name] as of [Certification Date]. This certification recognizes your achievement and expertise in [briefly describe relevant skills or knowledge].

Your certificate number is [Certificate Number]. Please keep it for your records. Should you need any further assistance or have inquiries regarding this certification, feel free to contact us at [Your Contact Information].

Congratulations on this accomplishment!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]