

# Inquiry About Language Proficiency Certification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the language proficiency certification offered by [Organization Name]. I am particularly interested in understanding the requirements, the process for obtaining the certification, and any preparatory resources that may be available.

Additionally, I would appreciate any information regarding the validity period of the certification and whether it is recognized by educational institutions or employers.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]