

Food Safety Certification Renewal Application

Date: [Insert Date]

To,

The Certification Authority,
[Authority Name]
[Address]
[City, State, Zip Code]

Dear [Authority Name],

I am writing to formally request the renewal of our food safety certification for [Business Name], located at [Business Address]. Our current certification is set to expire on [Expiration Date].

Over the past year, we have consistently adhered to all food safety regulations and guidelines to ensure the health and safety of our customers. We have implemented regular training programs for our staff and conducted all necessary inspections.

Please find attached the required documentation for the renewal process, including:

- Completed renewal application form
- Proof of compliance with food safety standards
- Payment of renewal fees
- Any other supporting documents

We kindly request you to process our renewal application at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Business Name]
[Phone Number]
[Email Address]