

Request for Food Safety Certification Documentation

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request documentation related to your food safety certification. As part of our commitment to ensuring the highest standards of food safety within our operations, we are currently reviewing our supplier certifications.

We would appreciate it if you could provide us with the following documents:

- Copy of the food safety certification
- Details of the certification process
- Any recent audit reports

Please send the requested information by [specific deadline]. If you have any questions or need further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]