

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of my professional certification details for [specific certification], which I obtained on [date of certification].

The details I would like to confirm include:

- Certification Title: [Title]
- Issuing Authority: [Authority Name]
- Date of Issuance: [Date]
- Expiration Date: [Date]

Your assistance in this matter would be greatly appreciated, as it is essential for my professional records.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]