

[Your Name/Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Current Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Street Address]  
[City, State, Zip Code]

**Subject: Confirmation of Date of Issuance for [Document Name/Reference Number]**

Dear [Recipient Name],

This letter serves as official confirmation regarding the date of issuance for the following document:

- **Document Type:** [e.g., Certificate, Policy, Agreement]
- **Document Reference Number:** [Number]
- **Official Date of Issuance:** [Month Day, Year]

Please note that all terms, conditions, or validity periods associated with this document are effective as of the issuance date stated above.

If you have any questions or require further clarification regarding this matter, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Printed Name]  
[Title/Position]