**Date:**

**To**

**[The Recipient]  
[Business Name]**

**Re. ISO Certification of the Company**

Dear all, this has been drafted in the complete sense of accomplishment which is considered as one of the biggest achievements for the company. This achievement is the certification of the ISO. We are glad to announce that the company has received the ISO Certificate and has been approved by the authorities of ISO.

ISO is an international standards organization which is a federation of taking companies that are on the international standards of worldwide range and develop the company at international level. ISO has a certain procedure to approve the company for ISO and we have been striving to go through the procedure since 2020. It is a long process and it has several levels and aspects of working. Having all the levels and aspects completed, an investigation or inquiry team visits the company and gives certain suggestions and pieces of advice considerably for ISO. After having acted upon all the advice and suggestions, another team visits the company that scrutinized its potential at international standards and development.

We are delighted that after so much struggle, we have finally achieved it and received ISO certification. Soon, we shall be making a few changes in our mode of working and make certain accretions to potentialize our international capacity and standardization. The new patterns and modes shall be shared with you very soon by the Department of Planning and Development (DPD).

The credit of getting an ISO Certificate goes to the team of GHK Group who strived for several days and nights worked harder from dawn to dusk and remained committed to this. We would like to appreciate all the heads of the departments who led their teams and made such a commitment. Mr. Chuk and Ms. Lawrence have been appreciated for their resilience even at the time of crises and kettle of fish.

Thanks to the team GHK.

Regards

Andy Gold  
General Manager  
GHK Group of Companies  
G-789, Sector 15-E6, Edward Square, Boston  
CA, USA.