**Date:**

**To**

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

**Re. ISO CERTIFICATION ANNOUNCEMENT**

Dear all,

This letter is a delightful announcement of the company’s approval by the International Standards Organization. This is gladly informed to all of you that we have achieved international standard organization recognition and have been acknowledged as a worldwide standardizing organization.

It simply means to say that the organization will be able to get international recognition and has been permitted and approved to operate at an international level acknowledged by the bodies of state or national federation. This is considered as one of the greatest achievements as there are certain standards to achieve for the companies or organizations to achieve to get this.

I, on behalf of our organization, but all the credit to the company’s director, Mr. Joe Anderson, Joint Secretary Mr. Peterson, Managing Director Ms. Sophie, and the whole team of this organization. For an organization, teamwork is the only engine to run the trail of the organization. We do not hesitate to admit and to state that we have one of the strongest, honest most, and hard-working teams. We have highly professional supervision catered by the management of Mrs. Jeniffer Mendez.

In this regard, we have planned to arrange a dinner in the celebration of this achievement on the coming weekend. We would interact more and exactify the timings and venue soon. Thank you for your cooperation and well-committed hard work.

Best Regards

Assistant Manager  
S&G PVT. LTD.  
44-B Small State Industries Territories, Orlando  
Florida, USA