Date: _____

From,

Client Name & Address

To,

Inspire Cert Quality and Standardization Certificates Issuing Services L.L.C

Subject: Request for Transfer of Certification

Dear Sir,

We are writing to formally request the transfer of our_____ (Certification Name) from our current certification body_____to Inspire Cert Quality and Standardization Certificates Issuing Services L.L.C. Our certification details are as follows:

Company Name:	
Certification Number:	
Scope of Certification:	
Standard:	
Current Certification Expiry Date:	

The reason for this transfer request is_____. We have ensured that our organization remains in compliance with all relevant requirements and maintains a robust management system as per the standard.

We kindly request you to initiate the transfer process at the earliest and provide us with the necessary guidance and documentation requirements. Please let us know if any additional information is needed to facilitate this process smoothly.

Best regards,

(Authorized Name & Signature)
(Designation)