

February 20, 2024

Dear BPS,

I am writing to verify that [certificant name] has completed [number hours] of [activity or specific information being verified] as of [date].

[Certificant name], completed [short description of tasks relevant to activity] between/on [dates of activity].

My signature confirms the above information is accurate to the best of my knowledge.

If you have any further questions or require additional clarification, please feel free to contact me at [contact number] or [contact email].

Sincerely,

Kenja Hanniford



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