**(To be printed on letterhead)**

[Insert reference number]

[insert date]

Ministry of Health

[Insert name of County]

[Insert address or location]

**TO WHOM IT MAY CONCERN**

Dear Sir/Madam

**RE: Certificate of medical examination – [Insert name of staff]**

[Insert name of school] wishes to retain the services of [Insert name of staff] of ID No. [Insert ID No. of staff] in its Catering Department.

[Insert name of staff] requires appropriate certification to confirm that she is fit, under the Food, Drug and Chemical Substances (Food hygiene) regulations, to work in the catering department.

[Insert name of school] is located in [insert location], plot No. [insert plot no].

We are at your disposal for any additional information and/or clarification you may require.

With anticipated thanks for your kind support.

Sincerely

[insert name of signatory]

[Insert designation of signatory]