

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: NOTICE OF INVALID CERTIFICATION AND REJECTION

Dear [Recipient Name],

We are writing to formally notify you that the [Name of Certification/Document] submitted on [Date of Submission] regarding [Project/Reference Number] has been reviewed and found to be invalid.

As a result, your submission is hereby rejected for the following reason(s):

- [Reason 1: e.g., Expiration of document]
- [Reason 2: e.g., Missing authorized signature]
- [Reason 3: e.g., Non-compliance with standard ISO/Industry requirements]

Due to this invalidation, we cannot proceed with [Process Name, e.g., your application / the approval of goods]. To rectify this matter, you must provide a valid and updated certification no later than [Deadline Date].

Failure to provide a valid document by the specified date may result in [Consequence, e.g., contract termination or permanent rejection].

Please contact [Department/Contact Person] at [Phone Number/Email] if you have any questions regarding this notice.

Sincerely,

[Your Name]
[Your Title]
[Company Name]