

CERTIFICATE OF SERVICE

Date: [Insert Date]

This document certifies that the following letter/notice:

Subject of Letter: [Insert Subject or Reference Number]

Was delivered to:

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Full Address]

Method of Delivery:

[Select one: Hand Delivery / Certified Mail / First Class Mail / Email / Courier]

Details of Delivery:

- Date Sent/Delivered: [Insert Date]
- Time: [Insert Time]
- Tracking Number (if applicable): [Insert Number]
- Proof of Receipt (if applicable): [Insert e.g., Signed Receipt attached]

Declaration:

I, [Your Name], declare under penalty of perjury that the information above is true and correct and that the service was performed as described.

Signature of Sender

Sender Information:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]