**(TO BE PRINTED ON LETTERHEAD)**

# Ref: [Insert reference number]

Nairobi, [insert date]

National Hospital Insurance Fund

Head Office

[Insert address or location]

Dear Sir/Madam

**Re: [Insert name of employee]**

This is to certify that [insert name of employee]is an employee of [insert name of organization] on [insert type of contract] contract since [insert date of joining].

* Staff No: [Insert staff number]
* Designation: [insert designation of employee]
* ID No: [Insert ID number]
* NHIF No: [Insert NHIF number]
* Employer Code: [Insert employer’s NHIF number]

Any assistance accorded to her will be appreciated.

Yours faithfully,

[Insert name of authorized signatory]

[Insert designation of authorized signatory]

CC: File