

# Confirmation of Vocational Training Funding Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm the receipt of my request for funding to support my vocational training program in [specific field or program name]. I appreciate your consideration of my application and the opportunity to enhance my skills in this area.

As outlined in my proposal, I aim to complete the training by [insert completion date], which will significantly contribute to my career development and enable me to [mention specific goals].

Please let me know if you require any further information or documentation to support my funding request. I look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]