

# Course Completion Letter

Date: [Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have successfully completed the online course titled **[Course Title]** offered by **[Institution Name]**.

Your dedication and hard work have been commendable! Throughout the course, you have demonstrated a strong understanding of the subject matter and have actively participated in all required activities.

This letter serves as a formal acknowledgment of your achievement and completion of the course requirements. You have earned a total of **[Number of Credits/Hours]**.

Congratulations on your accomplishment! We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]