

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to confirm my enrollment in the Advance on Training and Certification (AOTC) program for the [specific course or year].

Student ID: [Your Student ID]

Course Title: [Course Title]

Enrollment Date: [Enrollment Date]

I appreciate the opportunity to participate in this program and look forward to enhancing my skills and knowledge. Please let me know if there are any further steps I need to complete for my enrollment.

Thank you for your assistance.

Sincerely,

[Your Name]