

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Training Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally acknowledge the completion of my Commercial Driver's License (CDL) training at [Training Facility Name].

I began my training on [Start Date] and completed the program on [Completion Date]. Throughout this period, I gained essential skills and knowledge in various aspects of commercial driving, including safety protocols, vehicle inspection, and driving regulations.

I appreciate the guidance and support provided by the instructors and staff at [Training Facility Name]. I am confident that the training I received has prepared me for a successful career in the trucking industry.

Thank you for your commitment to excellence in CDL training. I look forward to pursuing my driving career with the skills I've acquired.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your CDL License Number]