

[Your Company/Institution Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm that you have successfully completed the HVAC Technician Training Program at [Training Institution Name].

Throughout the course, you demonstrated commitment and proficiency in key areas including:

- System installations
- Refrigeration cycles
- Electrical systems and controls
- Troubleshooting techniques

Your dedication and hard work have been commendable, and we are confident that you are well-prepared to pursue a successful career in the HVAC field.

Please find attached your certification of completion and any additional documentation pertinent to your training.

Congratulations on this achievement! We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Training Institution Name]

[Contact Information]