

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Unit/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Acknowledgment of JKO Training Completion

Dear [Recipient Name],

I am writing to formally acknowledge the completion of my Joint Knowledge Online (JKO) training. I successfully finished the following courses:

1. [Course Title 1] - [Completion Date]
2. [Course Title 2] - [Completion Date]
3. [Course Title 3] - [Completion Date]

I understand the importance of these courses in enhancing my knowledge and skills necessary for my duties within the [Unit/Organization Name].

Thank you for your support and guidance throughout this process.

Sincerely,

[Your Name]  
[Your Rank/Position]  
[Your Unit/Organization]