

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

Dear [Recipient Name],

Subject: Completion of JKO Army Course

I am writing to formally confirm my successful completion of the [Course Title] offered through the Joint Knowledge Online (JKO) platform. The course commenced on [Start Date] and concluded on [Completion Date]. Throughout the duration of the course, I engaged with various materials and modules, gaining essential knowledge and skills related to [briefly describe key topics or skills acquired]. I found the content to be not only informative but also of great relevance to my role and responsibilities within the Army.

I appreciate the effort and dedication that went into designing and providing this course. I am confident that the skills I have developed will greatly enhance my capabilities and contribute positively to my duties.

Thank you for the opportunity to participate in this training. I look forward to applying what I have learned in my future assignments.

Sincerely,

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