

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Position]

Khan Academy

[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Completion of Khan Academy Course

I am writing to formally confirm the completion of the [Course Title] on Khan Academy. I began the course on [Start Date] and successfully completed it on [Completion Date].

During this course, I have achieved the following:

- [List key skills or topics mastered]
- [Highlight any significant projects or assessments completed]
- [Any additional achievements or milestones]

I appreciate the opportunity to enhance my knowledge and skills through your platform and look forward to applying what I have learned.

Thank you for your support.

Sincerely,

[Your Name]  
[Your Contact Information]