

[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]