

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

Dear [Recipient Name],

I am writing to formally confirm my graduation from the [Name of Program] at [Name of Institution] on [Graduation Date]. I have completed all the necessary coursework and practical training required for certification as an Emergency Medical Technician (EMT).

Throughout my training, I have gained comprehensive knowledge and skills in emergency medical services, including [mention any relevant skills or training areas]. I am committed to providing high-quality patient care and ensuring the safety of those I serve in my community.

I am now seeking certification through the National Registry of Emergency Medical Technicians (NREMT) and kindly request your assistance in providing the necessary documents that validate my completion of the program.

Thank you for your support during my training. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]