

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: WDAC Confirmation Letter

I am writing to confirm my acceptance of the Workforce Development Assistance Certificate (WDAC) that was awarded to me on [Award Date]. I appreciate the opportunity to further my professional development through this program and I am enthusiastic about applying the skills and knowledge I have gained.

Please find attached copies of the necessary documents as requested. Should you need any further information or clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your support and guidance during the process. I look forward to future opportunities with [Company/Organization Name].

Sincerely,

[Your Name]
[Your Title/Position]