**U.S. Environmental Protection Agency (EPA)**

**Name of EPA Organization**

**Street Address**

**City, State, and Zip Code**

Date: \_\_\_\_\_\_\_\_\_\_\_

**SUBJECT: Documentation of Completion of the**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course**

|  |  |  |  |
| --- | --- | --- | --- |
| **To:** |  |  |  |
|  | (Name of Trainee) |  | (Job Title) |
| **From:** |  |  |  |
|  | (Name of Person Issuing this Letter) |  | (Job Title) |

This letter documents that (Name of Trainee) has participated in the following training:

|  |  |
| --- | --- |
| Course Name: |  |
| Course Location: |  |
| Course Date: |  |
| Name of Instructor: |  |
| Instructor’s Qualifications: |  |
| Topics Covered: |  |