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[Recipient name], [Job title]
[Client company name]
[Street Address]
[City], [State] [Zip Code]

[Insert date]

[Dear Mr./Ms. Last Name]:

I received your letter dated [insert date] expressing concern regarding whether all team members from our firm assigned to your [client company name]'s [insert project name] successfully completed all mandatory training requirements prior to starting work. I am writing today to assure you that this did indeed happen, and to provide back-up documentation verifying compliance.

Per the agreement for purchase order [insert number] dated [insert date], all personnel assigned to [insert project name] are required to complete the following courses prior to beginning work on the project.

- [Insert class name] – [insert number of hours]
- [For example, Safety 101] – [3] hours
- [Harassment Prevention] – [1] hour

Attached you will find training transcripts for the eight employees assigned to this project that indicate completion of these courses prior to their first day on assignment. Two more of our employees are scheduled to start next week. They are completing training this week, and I will provide you with copies of their transcripts before they report to the job site to begin work.

I believe this information is sufficient to demonstrate compliance with the training requirements pursuant to our agreement. If you require additional documentation or if I can answer any questions, please let me know. You may reach me at [insert phone number] or [insert email address].

Regards,

[Signature]

[Your name], [Job title]