*This letter is a sample only.*

**Occupational Training Documentation Cover Letter**

*Duplicate on program letterhead*

Date

Client’s Instructor  
Title  
Company  
Street Address  
City, State ZIP Code

Dear Mr./Ms. ,

[Client Name] has applied to [Name of Program] as a client for a high school diploma. During an occupational training course, partial credit toward this diploma may be given for entry-level skills acquired provided: the course has been completed within the past 12 months; certification has been awarded; and the instructor verifies that the client has learned entry-level skills that qualify him/her for a position in the field for which training was given.

As the instructor for the course in [course name], you have been familiar with the training received by this client. We would appreciate a brief statement from you verifying the client’s participation and completion of the program and whether, in fact, entry-level skills have been learned. If an outline of the course is available, please include it.

Thank you for your cooperation.

Sincerely,

Signature of School Counselor

[Name of School Counselor], School Counselor

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I consent to the release of this information.

Signature of Student  
[Name of Student]