



[TRAINING PROVIDER NAME]

[Training Provider Name]

[ABN number]

[Address]

[Phone Number]

[Email address]

[Website]

Confirmation of Enrolment

01/01/2025

Dear [First Name] [Last Name],

Welcome to [Training Provider Name] and thank you for your enrolment.

- Your Student ID is: 12345
- Course Enrolled: [Course Title]
- Course Duration: [Total Training Hours/Days]
- Mode of Training: [Face-to-face, pre-recorded online, live teleconferencing or a combination]
- Estimated Completion Date: [Date dd/mm/yyyy]

We look forward to welcoming you to the course. If you have any queries please don't hesitate to contact us directly via email [email address] or calling [phone number].

Kind Regards,

[Principal/Course Administrator Name]

[Title]

[Signature]