

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

Khan Academy

[Address]
[City, State, Zip Code]

Subject: Graduation Certificate Request

Dear Khan Academy Team,

I hope this message finds you well. I am writing to request my graduation certificate for the [specific course or program name] that I completed on [date of completion].

Please let me know the process for obtaining this certificate and any information you may require from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Username or Student ID] (if applicable)