

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

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for PGDM Course Completion Certificate

I hope this message finds you well. I am writing to formally request the issuance of my PGDM Course Completion Certificate. I successfully completed the program on [completion date], and my student ID is [your student ID].

I would appreciate it if you could send the certificate to my mailing address or email it to me at [your email address]. This document is essential for my career advancement and further studies.

Thank you for your attention to this matter. I look forward to your prompt response.

Warm regards,

[Your Name]
[Your Student ID]
[Program Name/Batch]