

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the issuance of my Udemy certification for the course [Course Name] that I completed on [Completion Date].

As evidence of my successful completion of the course, I have attached the necessary documentation and any additional information required for processing my request.

I appreciate your attention to this matter and look forward to receiving my certification soon.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]