

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a copy of my Udemy certification for the course titled "[Course Name]." I completed this course on [Completion Date], and I would appreciate it if you could provide me with the certification at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Udemy Username]