

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a certificate for the Udemy course titled "[Course Title]" that I completed on [Completion Date].

Course Details:

- Course Title: [Course Title]
- Instructor: [Instructor Name]
- Completion Date: [Completion Date]
- Course URL: [Course URL]

I thoroughly enjoyed the course and found the content valuable for my professional development. I would appreciate it if you could send me a digital copy of the certificate at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Contact Information]