

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

[Recipient's Name]
[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 inform you that I have successfully completed the [Course Name] course on Udemy. This course has provided me with valuable knowledge and skills in [briefly mention key skills or knowledge gained].

The course covered various topics, including [list a few topics], and included hands-on projects that allowed me to apply what I have learned. I believe this training will greatly enhance my performance in my current role and contribute positively to our team goals.

I have attached the certificate of completion for your reference. Thank you for your support and encouragement throughout my learning journey.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]