

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

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

Subject: Confirmation of Udemy Certificate

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm the successful completion of [Course Title] on Udemy, which I completed on [Completion Date].

This course was taught by [Instructor Name] and covered the following key topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]

I have attached a copy of my certificate for your reference. Should you have any questions or require further information, please feel free to contact me.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Job Title] (if applicable)  
[Your Company] (if applicable)  
[Attachment: Certificate of Completion]