

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Recognition of Udemy Certification

I hope this letter finds you well. I am writing to formally request recognition of my recent certification obtained through Udemy in [Course Title]. This course has equipped me with valuable skills in [specific skills or topics covered], which I believe will contribute significantly to my role at [Company/Organization Name].

The Udemy platform is a well-respected online learning environment that provides comprehensive courses developed and taught by industry professionals. The [Course Title] covers essential [mention specific areas or skills] and has been instrumental in enhancing my knowledge and expertise in [relevant field/role].

I have attached a copy of my certification for your reference. I am eager to discuss how this certification can benefit our team and contribute to our projects.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Department]