[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Employer's Name],
I am writing to inform you that I have completed a course on Udemy titled "[Course Name]" on [Completion Date]. This course has equipped me with [briefly mention skills/knowledge gained from the course relevant to the job position].
I have attached the certification of completion for your reference. I believe that this achievement highlights my dedication to continuous learning and my commitment to enhancing my skills relevant to the [Job Title] position at [Company Name].
Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.
Best regards,
[Your Name]
[Your LinkedIn Profile] (optional)
[Attachment: Udemy Certificate]