

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

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

Dear [Recipient Name],

I am writing to affirm my completion of the Udemy course titled "[Course Title]," which I completed on [Completion Date]. This course provided me with [briefly describe skills or knowledge gained].

I believe that this certification enhances my qualifications and further prepares me for opportunities in [relevant field/industry].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your LinkedIn Profile or Professional Website, if applicable]