[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Udemy Support Team]
[Udemy Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well. I am writing to request a copy of my certification for the course titled "[Course Title]" which I completed on [Completion Date].
My details are as follows:
- Name: [Your Name]
- Email associated with Udemy account: [Your Email]
- Course ID (if available): [Course ID]
I enjoyed the course and would love to have the certification as a part of my professional portfolio. Please let me know if any additional information is needed to process my request.
Thank you for your assistance!
Sincerely,
[Your Name]