

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title (if applicable)]
[Udemy, Inc.]
[Business Address, if known]

Dear [Recipient's Name or "Udemy Support Team"],
I hope this message finds you well. My name is [Your Name], and I recently completed the course titled "[Course Title]" on Udemy. I am writing to request a certificate of completion for this course. The details of my enrollment are as follows:

- **Course Title:** [Course Title]
- **Instructor Name:** [Instructor Name]
- **Course Completion Date:** [Completion Date]
- **Account Email:** [Email associated with your Udemy account]

I would greatly appreciate it if you could send the certificate to the email address associated with my Udemy account. Thank you for your assistance.

Sincerely,
[Your Name]