[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
Udemy Support
[Udemy Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well. I am writing to inquire about the process for obtaining my certificate after completing a course on Udemy. I recently completed [Course Title] on [Completion Date], and I would like to verify the availability of my certificate and any steps that I need to follow to access it.
Thank you for your assistance, and I look forward to your prompt response.
Best regards,
[Your Name]
[Your Udemy Username]