

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

Udemy Support Team
[Udemy Address or Email]

Dear Udemy Support Team,

Subject: Request for Reissue of Certificate

I hope this message finds you well. I am writing to request the reissue of my Udemy certificate for the course titled "[Course Name]," which I completed on [Completion Date]. Unfortunately, I am unable to access my original certificate due to [reason for reissue, e.g., lost file, account issue].

Please find my account details below for your reference:

- Full Name: [Your Full Name]
- Email used for the account: [Your Udemy Email]
- Course Title: [Course Name]
- Completion Date: [Date]

I would greatly appreciate your assistance in reissuing my certificate at your earliest convenience. Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Signature (if sending a hard copy)]