

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

[Date]
[Recipient's Name]
[Recipient's Title]
[Udemy]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the issuance of my certificate for the course "[Course Title]" that I recently completed on Udemy. I thoroughly enjoyed the course and believe that the skills I acquired will greatly contribute to my professional development.

Please find my course details below:

- Course Title: [Course Title]
- Completion Date: [Completion Date]
- Udemy Username: [Your Username]

I appreciate your attention to this matter and look forward to receiving my certificate at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]