

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

[Recipient's Name]  
[Recipient's Title]  
[Udemy Support Team]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a certificate of completion for the Udemy course titled "[Course Title]," which I completed on [Completion Date].

My Udemy account username is [Your Username], and the course ID is [Course ID]. I found the course to be incredibly beneficial and it significantly contributed to my knowledge and skills in [Relevant Field/Topic].

I would greatly appreciate it if you could provide me with the official certificate at your earliest convenience. If there are any additional steps or information needed from my side to process this request, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]