[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date] [Udemy Support Team] [Udemy, Inc.] [Company Address] [City, State, Zip Code] Subject: Request for Udemy Certificate Dear Udemy Support Team, I hope this message finds you well. I am writing to request a certificate for the course I recently completed on Udemy. Course Title: [Course Name] Instructor: [Instructor Name] Completion Date: [Date of Completion] Order Number: [Order Number if applicable] I have enjoyed the learning experience and would greatly appreciate receiving my certificate for this course.

Thank you for your assistance.

Best regards,
[Your Name]