[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Udemy Support Team
[Udemy Address]
[City, State, Zip Code]
Dear Udemy Support Team,
Subject: Request for Certification of Course Completion
I hope this message finds you well. I am writing to formally request the certification of my completion for the course titled "[Course Name]" that I completed on [Completion Date].
My Udemy account email is [Your Udemy Email], and the order number for the course is [Order Number].
Thank you for your attention to this matter. I look forward to receiving my certificate soon.
Best regards,
[Your Name]
[Your Udemy Username]
[Your Course Completion Date]