

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal the decision regarding my Udemy course completion certificate for [Course Name], completed on [Completion Date].

I believe that my request warrants reconsideration due to [briefly explain your reason for the appeal, e.g., issues with course content, misunderstanding, etc.].

Despite my efforts to address this matter, [mention any communications or actions you've taken]. I am keen on obtaining the certificate as it holds significant value for my [career goals, current job requirements, etc.].

I kindly ask you to review my case and consider awarding the certificate based on [specific reasons or evidence that support your request].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Udemy Account Email]
[Your Udemy User ID (if applicable)]