

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Institution Name]
[Company/Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the completion of a course I undertaken through Udemy titled "[Course Title]." The course was completed on [Completion Date], and I have obtained a certificate of completion that verifies my participation and successful completion of all course requirements.

The course covered the following topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]

Please find attached a copy of my Udemy certificate for your reference. Should you need any further information or have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]
[Your Job Title, if applicable]