

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Issuance of Udemy Certificate

I hope this message finds you well. I am writing to officially request the issuance of my certificate for the online course titled "[Course Name]" that I recently completed on Udemy.

Course Details:

- Course Title: [Course Name]
- Instructor: [Instructor Name]
- Completion Date: [Completion Date]
- Course URL: [Course URL]

I have successfully fulfilled all the requirements of the course and have achieved the necessary score to qualify for the certificate.

I would appreciate it if you could send the certificate to my email at [Your Email Address] or provide guidance on how to obtain it through the Udemy platform.

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

Sincerely,

[Your Name]

[Your Udemy Username or ID]