[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally request a certificate for the course I recently completed on Udemy titled "[Course Title]."
Course Details:
- Course Title: [Course Title]
- Instructor: [Instructor's Name]
- Completion Date: [Completion Date]
- Order Number: [Order Number]
I greatly appreciated the insights and knowledge gained from this course, and I believe that having the official certificate will further support my professional development and enhance my resume. Please let me know if there are any additional steps needed from my side to process this request.
Thank you for your attention to this matter. I look forward to your prompt response.
Best regards,
[Your Name]
[Your Signature (if sending a hard copy)]