

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the completion of my online courses on Udemy.
Below are the details of the courses I have completed, along with their
respective certificate information.

****Course Title:**** [Course Name]
****Course Completion Date:**** [Date]
****Certificate ID:**** [Certificate ID or Enrollment ID]
****Course Title:**** [Course Name]
****Course Completion Date:**** [Date]
****Certificate ID:**** [Certificate ID or Enrollment ID]

I have attached copies of my certificates for your reference. Please feel
free to contact Udemy directly for any further verification required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]