

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

Dear [Recipient's Name],

I am writing to formally request a certification letter confirming my completion of the Zumba teacher training program. I successfully completed the course on [Date of Completion] and am eager to receive my certification to further pursue my career in fitness instruction.

Please include the following details in the certification letter:

- My full name: [Your Full Name]
- Course title: Zumba Teacher Training
- Date of completion: [Date of Completion]
- Certification number (if applicable): [Certification Number]

Thank you for your attention to this matter. I appreciate your prompt assistance in providing me with the certification letter.

Sincerely,

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