

Course Completion Follow-Up Inquiry

Dear [Instructor's Name],

I hope this message finds you well. I am writing to follow up on the completion of the [Course Name] that I recently finished on [Completion Date].

I wanted to inquire if there are any additional steps I need to take in order to finalize my course completion or receive my certification. I am eager to ensure that everything is in order and to reflect on the valuable experiences and knowledge I gained throughout the course.

Thank you for your time and assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Email]

[Your Phone Number]