



# Certificate of Completion

**Patil Chetan**

has successfully completed the HP LIFE online course

## **Business Email**

By completing this course, the above-named student has learned new skills including how to define the structural elements of a business email, develop and write an effective business email, and use email in different professional scenarios.

Presented 3/29/2025

A handwritten signature in black ink, appearing to read "Stephanie Bormann".

---

Stephanie Bormann  
Deputy Director, HP Foundation