



Certificate of Completion

SYLVIA CHEPLETING

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 9/13/2025

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

Stephanie Bormann
Deputy Director, HP Foundation