



# 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".

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Stephanie Bormann  
Deputy Director, HP Foundation