

PLEASE RE-TYPE
ON YOUR
COMPANY LETTERHEAD

DATE

GROUP NAME & GROUP NUMBER

Dear Sirs,

This is to certify that STUDENT NAME is attending NAME OF COLLEGE as a full-time student in good academic standing and is pursuing AREA OF ACADEMIC STUDIES. Upon successful completion, STUDENT NAME, will be a candidate for the degree of DEGREE NAME.

STUDENT NAME is registered for NUMBER OF CREDITS for the SPRING/FALL TERM (include year).

Thank you for your prompt attention to this matter.

Sincerely,

X

OWNER