

[Your Organization's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Employee/Student Name], son/daughter of  
[Parent/Guardian Name], is a bonafide [employee/student] of  
[Organization/School Name] since [Start Date].

This certificate is issued upon the request of [Employee/Student Name]  
for the purpose of [state purpose, e.g., applying for a visa,  
scholarship, etc.].

For any further information, please feel free to contact us.

Sincerely,

[Your Name]

[Your Designation]

[Organization/School Name]

[Contact Information]

[Seal/Signature if applicable]