

[Your Organization's Letterhead]

[Your Organization's Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To Whom It May Concern,

This is to certify that [Name of the Person] is a bonafide  
[student/employee] of [Your Organization's Name] since [Date of Joining].  
[He/She/They] is currently enrolled in [Course/Department/Position] and  
is pursuing [specific program, if applicable].

This certificate is issued upon [his/her/their] request for [specific  
purpose, if any].

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

Sincerely,

[Your Name]

[Your Designation]

[Your Organization's Name]

[Signature]