

[Your Institution's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Name of the Student/Employee], son/daughter of [Parent's/Guardian's Name], is a bonafide student/employee of [Name of the Institution/Organization] since [Date of Admission/Joining].

[Name] is currently enrolled in [Course/Department/Designation] and has been a diligent member of our community. This certificate is issued upon their request for whatever purpose it may serve them best.

We wish [him/her/them] all the best in [his/her/their] future endeavors.

For [Name of the Institution/Organization],

[Authorized Signature]

[Name of the Signatory]

[Designation]

[Contact Information]