

[Your School's Letterhead]

[School Name]

[School Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Issuance of School Exit Certificate

Dear [Recipient's Name],

This letter is to formally issue an exit certificate for [Student's Full Name], who has been a student at [School Name] from [Start Date] to [End Date].

This certificate confirms that [he/she/they] has completed [his/her/their] education at our institution and has fulfilled all necessary academic requirements.

We wish [Student's First Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Principal's Name]

[Title]

[School Name]