

[Your School's Letterhead]

[Date]

To Whom It May Concern,

This is to certify that [Student's Full Name], son/daughter of [Parent's/Guardian's Name], has been a student at [School Name] from [Start Date] to [End Date]. During this time, [he/she/they] has successfully completed all academic requirements and has demonstrated exemplary behavior.

[Optional: Include any additional honors, achievements, or notes about the student's performance.]

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

Sincerely,

[Principal's Name]

[Principal's Title]

[School Name]

[Contact Information]