

[School Letterhead]  
[School Name]  
[School Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]

TO WHOM IT MAY CONCERN

This is to certify that [Student's Full Name], son/daughter of  
[Parent's/Guardian's Name], has successfully completed their studies at  
[School Name].

- \*\*Date of Birth:\*\* [DD/MM/YYYY]
- \*\*Admission Number:\*\* [Admission Number]
- \*\*Course/Class Completed:\*\* [Class/Grade Name]
- \*\*Date of Leaving:\*\* [DD/MM/YYYY]

During their time at [School Name], [Student's Name] has shown  
commendable progress and has participated in various academic and  
extracurricular activities.

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

Sincerely,

[Principal's Name]  
[Designation]  
[School Name]  
[Signature]