

[Your Institution's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

This letter is to certify that you are a student at [Your Institution's Name], currently enrolled in the [Program Name/Field of Study] for the [academic year or semester].

Your student ID number is [Student ID Number] and you are expected to complete your studies on [Expected Graduation Date].

If you require any further information or verification, please do not hesitate to contact our office.

Best regards,

[Your Name]

[Your Position]

[Your Institution's Name]

[Contact Information]