

[Your Institution's Letterhead]

[Date]

TO WHOM IT MAY CONCERN

This is to certify that [Student's Name], son/daughter of [Parent's Name], is a student of [Class/Grade] at [Institution's Name].

During the period of [his/her] enrollment from [Start Date] to [End Date], [Student's Name] has exhibited exemplary behavior and has adhered to the code of conduct of our institution. [He/She] is known for [his/her] honesty, integrity, and respect towards teachers and fellow students.

We commend [Student's Name] for [his/her] contributions to the school community and wish [him/her] all the best in future endeavors.

For [Institution's Name],

[Signature]

[Your Name]

[Your Position]

[Contact Information]