

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[University/Institution Name]
[Office of International Students or Relevant Department]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to request a Good Standing Letter (GTE) for my application to [specific purpose, e.g., visa application, scholarship application, etc.]. I am an international student currently enrolled in [Your Program and Year of Study] at [University Name].
In accordance with the guidelines, I wish to emphasize the following points:

1. ****Academic Performance****: I have maintained satisfactory academic progress, with a [GPA or grades] of [Your GPA/Grades].
2. ****Intent to Return****: My goal is to utilize the knowledge and skills I acquire during my studies to contribute to [Your Home Country] by [describe your intentions after graduation].
3. ****Financial Stability****: I have adequate financial resources to support my studies, demonstrated by [briefly outline your funding sources].
4. ****Future Plans****: Upon graduation, I plan to [explain your career plans and how they relate to your studies].

I appreciate your assistance in providing this letter, which is crucial for my application process. Please let me know if you require any additional information or documents.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID Number] (if applicable)

[Your Program and Year of Study]

[University Name]