

[Your School/College Letterhead]

[Institution Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

To Whom It May Concern,

This is to certify that [Student's Name], son/daughter of [Father's/Mother's Name], is a student of [Class/Grade] at [Institution Name]. He/She has been enrolled in this institution from [Start Date] to [End Date].

During this time, [Student's Name] has exhibited good conduct and behavior, making a positive contribution to the school community. We wish him/her all the best for his/her future endeavors.

Sincerely,

[Signature]

[Name of the Principal/Authorized Person]

[Designation]

[School/College Seal]