

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Certification of XC Participation

This letter is to certify that [Student's Name], a student of [Grade/Class] at [School's Name], has participated in the XC (Cross Country) program during the [specify season/year].

[Student's Name] has exhibited remarkable dedication and sportsmanship throughout the season, participating in various meets and representing our school with pride.

Should you require any further information or clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]