

Date: <<day in numbers>> <<month in letters>> <<year in numbers>>
Ref: SAO/<<initials of author in capital letters>>
Telephone: 9479 xxxx
Email: <<email of author>>@latrobe.edu.au

Student No: <<student number>>

TO WHOM IT MAY CONCERN

This is to verify that <<title in bold>> <<given name/s in bold>> <<family name in capital letters and bold>> has successfully completed a <<name of degree>> in the Faculty of <<Faculty>> at La Trobe University.

Please don't hesitate to contact me should you have any queries.

<<name of author>>
<< **title/job description of author**>>

SAMPLE