

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.

The student enrolled in this course on <<commencement day in numbers>> <<commencement month in letters>> <<commencement year in numbers>> and fulfilled all requirements of the course, i.e. qualified for admission to the degree on <<completion day in numbers>> <<completion month in letters>> <<completion year in numbers>>.

The language of instruction of these courses was English. Throughout the duration of <<his or her, depending on gender>> studies <<title>> <<family name>> was enrolled in a full time study load except during Semester <<number of semester>>, <<semester year in numbers>> from <<semester start date month year>> to <<Semester end date month year>>, where <<he or she, depending on gender>> was enrolled part time.

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

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