

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 confirm that <<title in bold>> <<given name/s in bold>> <<family name in capital letters and bold>> is currently enrolled as a full-time student at La Trobe University in the Faculty of <<Faculty>> for the <<current year>> academic year, reading towards the degree <<name of degree>>.

Please do not hesitate to contact me should you have any queries.

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

SAMPLE