

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>> is currently enrolled on a full-time basis as an Exchange Student at La Trobe University for Semester <<number of semester>>, <<current year>>.

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

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