

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 Semester <<number of semester>>, <<current year>>, reading towards the degree <<name of degree>>.

<<title>> <<family name>> commenced this course on <<commencement day in numbers>> <<commencement month in letters>> <<commencement year in numbers>> and pending successful completion of all subjects, <<he or she, depending on gender>> can be expected to complete the degree in <<expected completion month in letters>> <<expected completion year in numbers>>.

Pending successful completion of all subjects <<title>> <<family name>> is eligible to attend a graduation ceremony on <<graduation day in numbers>> <<graduation month in letters>> <<graduation year in numbers>>.

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

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