

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>> is required to pay AUD\$xx,xxx.xx in tuition fees for <<current semester>>.

The University estimates general living expenses for a single student to be in the order of AUD\$xx,xxx.xx for a semester. Of this amount, AUD\$xx,xxx.xx is due no later than <<instalment due date, month and year>>.

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

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