

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>> was 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>>.

<<title>> <<family name>> commenced this course on <<commencement day in numbers>> <<commencement month in letters>> <<commencement year in numbers>> and after <<number of semesters in numbers>> academic semesters, <<he or she, depending on gender>> discontinued <<his or her, depending on gender>> studies on <<discontinue day in numbers>> <<discontinue month in letters>> <<discontinue year in numbers>>. <<he or she, depending on gender>> is no longer enrolled at Le Trobe University.

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

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