

SCHOOL LETTERHEAD

Current date

TO WHOM IT MAY CONCERN

Student Name:

Date of Birth:

This is with regards to Mstr/Miss. _____ who is currently attending this School from _____ and continues to do so. He/She is currently in year _____

Please feel free to contact me should you require any further information or clarification regarding any of the above.

Kind regards

(Name of person and signature of issuing authority)

Telephone number

School registration address