

SCHOOL CREST

**SCHOOL NAME AND
ADDRESS**

DATE

To Whom It May Concern;

Please accept this letter as verification that **(Student Name: First, MI, Last) (DOB: DD MMM YYYY)** is a th grader in good academic standing at **Name High School**. She is making consistent academic progress toward an expected graduation date of **(MMM YYYY)**. Please contact me if you need further clarification.

Sincerely

First, MI, Last
Guidance Counselor
Name High School
PH: