

To Whom It May Concern Letter for Student

[Your Name]

[Your Position]

[Institution or Company Name]

[Institution or Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to verify the status of [Student's Name], who is currently enrolled at [Institution Name], pursuing a [Type of Degree] in [Student's Major]. [He/She/They] has been a student here since [Year of Enrollment], and [his/her/their] expected graduation date is [Month and Year of Expected Graduation].

During [his/her/their] time at [Institution Name], [Student's Name] has demonstrated excellent academic performance, maintaining a GPA of [GPA] and actively participating in [mention any relevant academic or extracurricular activities]. [He/She/They] has shown remarkable skills in [mention specific skills or qualities relevant to the purpose of the letter, such as leadership, critical thinking, teamwork, etc.].

[Student's Name] has also been involved in [describe any additional programs, such as internships, workshops, or volunteer work, if applicable]. These experiences have further developed [his/her/their] skills in [mention relevant skills or fields], making [him/her/them] well-prepared for further challenges and opportunities.

Please feel free to contact me at [Your Contact Information] should you require any additional information or specific details about [Student's Name]'s performance and activities at [Institution Name].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Department, if applicable]