[SCHOOL/COLLEGE LETTERHEAD ON TOP]

[DATE MUST BE INCLUDED]

To Whom It May Concern

This is to confirm that [NAME OF STUDENT] has been a student at [NAME OF SCHOOL] and **is eligible to apply for and continue his/her studies at higher institutions and universities in [COUNTRY WHERE SCHOOL IS LOCATED]**

{*Side note: Please note that it is imperative for this letter of to contain the last sentence written in bold above*}

Yours sincerely,

[Signature and School Stamp]

[Name of Authorised Personnel]

SAMPLE

School Letterhead On The Top

LONDON SCHOOL &
SIXTH FORM

14/06/2022

Name of student in mentioned

Letter Is Dated

To Whom It May Concern,

This is to confirm that **John Smith** has been a student at **London School And Sixth Form** since 2018 and has completed his A levels at this school.

John Smith is eligible to apply for and continue his/her studies at higher institutions and universities in the **United Kingdom**.

Name of school is mentioned

Yours Sincerely,

Country where the school is located is mentioned.

DO NOT put Bulgaria!

Isabel Mercado
Head of Sixth Form

Letter is signed



Letter is stamped

0208 1234 1234
admin@lssf.edu.uk
123 Anywhere St., London, SW1 1AA

Please Follow This Example Letter And Check All The Key Points With Arrows!