**University confirmation letter template**

Insert the date

Insert the University name

Insert the University address

To whom it may concern,

This letter is to confirm that [insert the student’s name] is currently enrolled in [insert the name of the department] at our University.

By now, he has completed [insert the courses name], passing his final exam at [insert the date of the final exam]. His results surpass the average, as he successfully completed all the requirements from both theoretical and practical classes.

He is expected to sustain his final thesis at [insert the date] and to graduate at [insert the date of the graduation].

If you need any additional information, please contact [insert the name and the position of the contact person] between our usual schedule [insert the timetable] at [insert the phone number] or at the email address [insert the email address]

Sincerely,

[Insert the name]

[Insert the title]

[Insert the department]