

[SCHOOL LETTERHEAD]

January 1, 2025

To Whom It May Concern:

This letter is to confirm that Ms. Mary Smith is a student in good standing at the University of [NAME OF SCHOOL]. She is currently enrolled in our Master's program in [NAME OF PROGRAM], and we anticipate her graduation upon completing the necessary internship. Should you have any questions about this matter, please feel free to reach out to me.

Sincerely,

[ACADEMIC ADVISOR NAME]