

[date]

Commented [SG1]: Please put on school letterhead, if possible

To Whom it May Concern:

This letter is to certify that _____,
[student's full name, include BOTH last names]

with birth date _____ graduated
[Month, Day, Year of birthdate]

from, or finished the school year, at the school _____,
[Full Name of Elementary or Middle School]

located at _____.
[Full School Address]

This school is part of _____.
[Name of School District]

The student completed grade _____ at our school.
[Grade level]

S/he finished her studies on _____.
[Date of Graduation or Final Day of School]

This document is certified in the city of _____, in _____,
[City] [Full State Name]

United States on _____.
[today's date]

Signed, _____

Commented [SG2]: If possible, this letter should be signed by the school principal. If that is not possible, another representative from the school is fine.

[Signature]

[Printed Name]

[date]

Commented [SG3]: Please put on school letterhead, if possible

A Quién Corresponda:

Esta carta certifica que _____,
[student's name with BOTH last names/ *nombre completo del alumn@ con los dos apellidos*]

con fecha de nacimiento _____ se graduó
[Month, Day, Year of birthdate/ *mes, día, año fecha de nacimiento*]

de, o terminó el grado escolar en la escuela

[Full Name of Elementary or Middle School/ *nombre completo de la escuela primaria o secundaria*]

ubicada en _____
[Full School Address/ *dirección completa de la escuela*]

El/la alumn@ completó el grado _____ en nuestra escuela.
[Grade level/ *grado de la escuela*]

Esta escuela forma parte del distrito escolar _____.
[Name of School District/ *Nombre del distrito escolar*]

El alumno concluyó sus estudios en la fecha _____.
[Date of Graduation or Final Day of School/ *Fecha de la graduación o el ultimo día de clases*].

Este documento está emitido en la ciudad de _____, en el estado de
[City/ *ciudad*]

_____, de los Estados Unidos Americanos el día de _____.
[State/ *Estado*] [today's date/ *fecha de hoy*]

Atentamente,

Commented [SG4]: If possible, this letter should be signed by the school principal. If that is not possible, another representative from the school is fine.

[Signature/ *firma*]

[Printed Name/ *Nombre escrito en bloque*]