



The Best High School

Address 1
Address 2
Telephone

(Use this letter sample if required by your exchange country's embassy for visa purposes)

Date

To whom it may concern:

This is to confirm that **Student Name, ID No. 999999999999** is enrolled as a full time scholar at **School Name** and is currently in Grade 99, the *third* of a five year academic programme.

Student Name will return to **School Name in January 2099** to begin his **Grade 99** year. Please do not hesitate to contact us should you have any queries.

Sincerely

[Signature]

Principal
School Name