**THIS LETTER IS A SAMPLE**

**LETTER MUST BE WRITTEN ON CARDIFF UNIVERSITY HEADED PAPER, SIGNED AND STAMPED**

**THIS IS A TEMPLATE ONLY**

Date:

RE: Non-EEA Graduated PGT Student

**STUDENT NAME:**

**STUDENT NUMBER:**

To Whom It May Concern:

I write to confirm that **[student’s name]** was aregistered student on the **[course title]** programme at Cardiff University in the 2016 - 17 academic year. I can confirm that **[student’s name]** has completed the taught element of their course, submitted all assignments that were due and there is no further work outstanding from them.

The course officially ends on **[course end date 2017]** and this letter confirms that after this date, the student has no further academic commitments.

Yours faithfully,

[Please sign and provide contact details]