

Sample Template: Letter of Anticipated Completion

This sample template shows the minimum requirements for your university letter

University Header

Date

Letter of Anticipated Completion

To Whom It May Concern

This letter confirms that the following student is in their final year of study in the **[COURSE NAME]** course at **[UNIVERSITY NAME]** **[CAMPUS NAME IF APPLICABLE]**. Pending successful completion of final year studies, the below named student is expected to complete the **[COURSE NAME]** in **[MONTH]** **[YEAR]**.

Student Name:

MIPN:

Expected Completion Date (Month/Year):
(If course requirements are satisfied)

For any enquiries, please contact **[NAME AND CONTACT DETAILS]**

Regards

**Signee Details / Signature /
Date of Signature /
University Stamp**

University Footer