

SCHOOL/SCHOOL
DISTRICT

LETTERHEAD

This is an Example

Date (mm/dd/yyyy)

To Whom It May Concern:

This letter is to verify that **(Name of student in school records)**, whose Mexican Birth Certificate list full name as **(Full name and last name according to Mexican Birth Certificate)**, DOB: **(mm/dd/yyyy)** Student ID **(#0000000)** graduated from **(mm/dd/yyyy)** // currently studying.

This District is currently in the process of correcting the permanent records to reflect the students name as indicated on the Birth Certificate.

Attached you will find his/her **official transcript** (signed and with official seal).

If you have any questions, please call me at xxx-xxx-xxx

Sincerely

Signature

(Name of the person who signed the document)

Position or Job

Department

Official
Seal OR
Signature
over photo

