

This is an Example

SCHOOL/SCHOOL
DISTRICT
LETTERHEAD

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 lists his/her 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 student's 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,

Original Signature

Signature

(Name of the person who signed the document)

Position or Job

Department

