

SAMPLE LETTER ONLY – NOT FOR
OFFICIAL USE

<Student Name>
<Street Number & Name>
<Suburb, State & Postcode>

Forecast Completion date

Student ID:

Date of Issue:

Student Name:

This is to confirm that the above named student is currently enrolled in the
<Course Name> at Monash University.

The student has successfully completed <Completed Credit Points> of the
total <Total Credit Points> credit points to meet the academic requirements of
the <Course Name>.

Upon successful completion of the remaining course requirements, the
student may be eligible for course completion on <Expected Completion
Date>.

Terry Hogan
Manager, Client Services