**SCHOOL TEMPLATE LETTER**

*<< Print onto school letterheaded paper >>*

Dear Secretary of State,

Our records confirm that between the dates of registration and final attendance provided, the student named below met all residency criteria as required by law.

Should you wish confirmation of this letter as genuine, please contact the school by telephone during term time between the hours of 1pm - 3pm.

**Full Name :**

**Common Name: [if applicable] :**

**Date of Birth :**

**Date of registration with school :**

**Most recent date of registration :**

Yours sincerely,

*<< Signature and name >>*

*<< Today’s date >>*