

Maple Valley High School
12345 Oak Lane, San Francisco, CA 94102

Example 1

December 2, 2014

To Whom it may concern:

This letter certifies that Candace Johnson is currently enrolled as a student at Maple Valley High School and has been enrolled since September 1, 2013.

Best,



Principal Judith Samson

Or

Maple Valley High School
12345 Oak Lane, San Francisco, CA 94102

Example 2

December 10, 2014

To Whom it may concern:

This letter certifies that Candace Johnson was enrolled as a student at Maple Valley High School on December 1, 2014.

Sincerely,



Principal Judith Samson