**Letter of good standing sample- MUST BE ON SCHOOL LETTERHEAD AND CONTAIN THE SIGNATURE OF AN OFFICIAL FROM THE REGISTRAR’S OFFICE**

**Date**

**School’s Name  
Address  
Phone Number**

Re: Letter of Good Standing

This is to certify that **NAME OF THE STUDENT** is a student at **NAME OF THE UNIVERSITY**, enrolled from **Fall 20XX** to **SPXX** and is in good standing. He/She is expected to graduate on **SEMESTER 20XX** with a Bachelor’s in **MAJOR**.

If you should have any questions, please do not hesitate in contacting us at **PHONE NUMBER**.

Sincerely,

[Signature]

John Doe   
Director of Student Records