Department Letterhead

4/15/2020

To whom it may concern

[Last Name], [First Name] is a student seeking a [Degree Level] in [Major]. Student has completed [total credit hours] towards [his/her] degree. I authorize student to enroll only for [# of Credit Hours] to complete [his/her] program of study. [He/She] is planning to graduate in [Semester and year]

Sincerely,

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[Advisor information]