

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**