

## Template Letter for Confirmation of Attendance

*Academic Unit Letterhead*

Date

Recipient Information

To Whom It May Concern:

RE: Confirmation of Attendance

This is to certify that [Auditor's Name] audited the following course(s) in the [Fall/Winter/Summer 20XX] session:

[course code and title]

Weekly contact hours: XX Lecture, XX Practical, XX Tutorial

[Auditor's Name] attended at least 75 percent of the meetings of the class.

As an auditor, [Auditor's Name] was not required to complete any coursework or write any tests/examinations for the purposes of evaluation or university credit.

Yours Sincerely,

[signature of signatory or their proxy]

[name and title of signatory]