

# SCHOOL/BUSINESS NAME

Street Name  
Suburb State XXXX  
Tel: 03 9277 xxxx  
Fax: 03 9277 xxxx

**(Official letterhead)**

**Date of Letter**

**Certified letter of identification**

To Whom It May Concern

This is to confirm that **(Student's/Employee's Name)** **(Date of Birth xx/yy/19zz)** is a current student/employee of **(School/Business)**, and is enrolled in Year 12 in 2007 (school students only).

Staff Member's/  
Employer's Signature

Student's/  
Employee's Signature

Name (Please print)  
Position (Please print)

