*Department Letterhead*

*Date*

To Whom It May Concern:

This letter is to confirm that **Student First and Last Name** is a current undergraduate student at the University of Colorado Boulder majoring in Major .

**Student First and Last Name** has completed XX credits and needs YY more credits to complete his/her degree, including the credits he/she is pursuing this semester.

Student’s First Name’s expected graduation date is Month Day, Year.

Sincerely,

***Advisor Signature***

Advisor Name

Advisor Title