

[Date]

To Whom It May Concern:

[Name] has satisfactorily completed all degree requirements for the [PROGRAM] degree from the Stephen M. Ross School of Business at the University of Michigan. The University Regents will formally confer the degree on [Date, Year]. [Name's] official date of graduation will be recognized as [Date, Year].

Please feel free to contact our office if you have further questions concerning this student.

Sincerely,

Academic Services