

**Template for
School Reference Letter**

Date:

To whom it may concern

Dear Sir/Madam,

(Name of Student)

D.O.B. _____ M/F*

This is to certify that the captioned student has studied in my school since _____ (month/year) and left school/graduated in _____ (month/year). During his/her * _____-year / _____ year and _____ months of study⁺ in my school, he/she* has been taught an adapted and simpler curriculum not normally applicable to the majority of students in the schools of Hong Kong.

Yours faithfully,

(Name of Principal)

Name of School

* Delete whichever is inapplicable.

⁺ Leave of one month or more (with the exception of summer vacation) will not be counted as period of study in a school.