

**LETTER OF GOOD STANDING - SAMPLE  
MUST BE ON SCHOOL LETTERHEAD AND CONTAIN THE SIGNATURE  
OF AN OFFICIAL FROM THE OFFICE OF STUDENT RECORDS**

Date

East Tennessee State University  
School of Graduate Studies  
Attn: Shella Bennett  
P.O. Box 70720  
Johnson City TN 37614

Re: Letter of Good Standing

I am pleased to verify that **STUDENT NAME** is currently enrolled from **August 20, 2008 to May 20, 2009** as a full-time student at the Ohio College of Science and is in good standing. He is expected to graduate with a degree Master of Chemistry in **May 2009**.

If you have questions, please feel free to call the Office of Student Records.

Sincerely,

[signature]

David Director  
Director of Student Records