

# Letter of Course Completion

Date: [Insert Date]

To Whom It May Concern,

This letter certifies that **[Student Name]**, a student at **[Institution Name]**, has successfully completed the following course during the summer school session:

- Course Title: **[Course Title]**
- Course Code: **[Course Code]**
- Instructor: **[Instructor Name]**
- Completion Date: **[Completion Date]**
- Grade: **[Grade]**

[Student Name] has demonstrated proficiency in the course materials and has fulfilled all required assignments and assessments.

If you require any further information, please do not hesitate to contact us at **[Institution Contact Information]**.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Institution Address]

[Contact Information]