

Print on Department Letter Head

DATE

To whom it may concern,

Texas A&M University-Commerce **student name**, **CWID** is currently enrolled in my class **class name** for the **???** semester from **begin date to end date**

She/He is expected to return to Texas A&M University-Commerce to complete **her/his** course of studies on or before **???**.

Sincerely,

Instructor signature, Dept,

Texas A&M University-Commerce

P.O. Box 3011

Commerce, Tx 75428

Fax

Phone