

Print on Department Letter Head

Date

To whom it may concern,

(Student name) is currently enrolled in (class name) which begins/began on (class start date) and ends on (end date). I am the instructor for this course at Texas A&M University-Commerce and this student has informed me that they will be traveling outside the U.S. and they expect to return on or before (return date) to resume/complete the requirements for this course.

If you have any questions or concerns please feel free to contact me or the International Student Services Office at 903-886-5097.

Sincerely,

Instructor signature, Dept,

Texas A&M University-Commerce

P.O. Box 3011

Commerce, TX 75428

Fax

Phone