

**LETTER OF GOOD STANDING – SAMPLE**

**MUST BE ON OFFICIAL SCHOOL LETTERHEAD AND CONTAIN THE SIGNATURE OF AN OFFICIAL FROM THE OFFICE OF STUDENT RECORDS OR SIMILAR**

Date

PNHS Foundation – Claire Mawdsley Scholarship  
720 Limekiln Rd.  
New Cumberland, PA 17070

Re: Eligibility Verification

I am pleased to verify that ***STUDENT NAME*** was enrolled as a full-time student at ***SCHOOL NAME*** during the Spring 2015 Semester. Further, ***STUDENT NAME*** met our institution's requirements, both in academics and conduct, during that time in order to be considered in good standing.

If you have questions, please feel free to call ***CONTACT NAME*** at ***PHONE NUMBER***.

Sincerely,

[signature]

***CONTACT NAME***  
***CONTACT TITLE/OFFICE***