3 June 2014

To Which Organization

At What Location

In What City, State, etc.

Re: Given Name(s) Surname

To Whom it May Concern,

First Name was a student at the University of Waterloo between September, year and Month, year and graduated with a Bachelors of Applied Science in Computer/Electrical Engineering. Fill in this rest of this block as necessary. Be sure to replace all red text with the appropriate content and change the font colour to black. Do not change the margins: they have been optimized for the department letterhead.

Do not list any confidential information such as grades or overall average.

Sincerely,

*Leave these: The individual signing will remove the extra names.*

Vincent Gaudet, Ph.D., P.Eng.

Associate Chair for Undergraduate Studies

Liang-Liang Xie, Ph.D., P.Eng.

Academic Advisor for Electrical Engineering Undergraduate Studies

Patrick Mitran, Ph.D.

Academic Advisor for Computer Engineering Undergraduate Studies