[Insert your name]

[Insert your address]

[Insert date]

[Insert former employer’s name]

[Insert former employer’s address]

Dear <<Name of Letter of Attestation writer>>,

I want to thank-you for agreeing to write a letter of attestation for me and I appreciate the time and effort you are taking to support my current learning and personal development. There are a few different areas of learning that I would like you to verify. I have included guidelines for writing a letter verifying my skills, knowledge and abilities and a pre-paid envelope for your convenience. Your response may be mailed directly to me at: (your address).

For each area of learning I have more than one sources of supporting evidence so your comments will round out the learning goal and be specific to my work as (e.g. your job). I thought that your comments would be particularly significant because (e.g. their specific role in working with you and their educational and professional background that adds weight to their opinion). The areas of acquired learning I would like you to comment on are as follows.

*List learning outcomes or learning statements you would like verified*

The areas of learning listed above are very connected so you can feel free to address them in whatever format you choose. You can also add any relevant information that you would like. I greatly appreciate your time in writing this letter.

If you would like to discuss any of the above learning areas please give me a call.

I want to thank-you in advance for your time and effort.

Sincerely,

(PLAR student)

Phone:

Student ID number.