

University Letterhead

Sample University Verification Letter

<Date>

Ohio Board of Speech-Language Pathology & Audiology
77 South High Street, Suite 1659
Columbus, Ohio 43215-6108

To Whom It May Concern:

This letter is written on behalf of **<list graduate's name, Jane Doe>**, who is seeking licensure in the state of Ohio for **<specify speech-language pathology or audiology>**. **<Ms. Doe's>** degree will be conferred on **<date of conferral >**.

Although **<Ms. Doe's>** transcripts are not yet available, this letter is to certify that she has successfully completed all of the necessary coursework at **<University Name>**, which includes all requirements for clinical practica, to earn a **<Master's Degree in Speech-Language Pathology>** or **<Doctor of Audiology Degree>**. The **<University's Name>** **<Name of University SLP/AUD Program >** is fully accredited and adheres to the guidelines provided by the American Speech-Language-Hearing Association.

If you have any questions regarding Ms. Doe's education and clinical training, please contact me at **<e-mail address>** or **<telephone number>**.

Respectfully submitted,

<Program Director's Name>
<Official Title>

Letter must be prepared under the university/college seal or notarized signature of the university or college official providing such letter.