

Date

Italian Consulate General

To Whom It May Concern:

Mr/Ms STUDENT NAME will be studying abroad during the Spring 2016 term at XXXXXX in Florence, Italy, through XXXXXX (*Program provider if applicable*).

This study abroad experience will be conducted through XXXX, a HOME UNIVERSITY approved program. He/She will be returning to the HOME UNIVERSITY for the XXXX semester. During his/her time in Italy, he/she will remain enrolled at HOME UNIVERSITY as a full time student. NAME is currently scheduled to graduate from the HOME UNIVERSITY in the Spring of XXXX with a major in MAJOR. Should you have any questions, please feel free to contact me.

Thank you,

NAME
TITLE
INSITUATION