**ACS Sample Student Verification Letter**

[Insert or print on official letterhead] (1)

*Note: The header details of shown on this sample letter should be removed when creating actual Student Verification Letter. Actual Student Verification Letter must be on the educational program’s official letterhead or stationery. The letterhead should include the educational program’s name, address (street address, city, state/province, postal code, country), and phone number.*

[Insert current date] (2)

Cardiovascular Credentialing International   
3739 National Drive, Suite 202   
Raleigh, NC 27612

RE: [Insert Applicant’s full name] (3)

This letter has been sent to verify that [insert Applicant’s full name] has been enrolled as a [insert full or part-time enrollment] (4) student at the [insert name of educational program]. [Insert Applicant’s name] graduated or will graduate on [insert the date or expected date of graduation] (5) after completing the [insert specialty of the educational program] (6) program. At the time of graduation, [insert Applicant’s name] will have completed a [insert length of the educational program] month educational program.

Based on CCI’s qualification requirements, I understand that [insert Applicant’s full name] is currently qualified to sit for the Advanced Cardiac Sonographer examination.

Sincerely,  
[Insert original signature of educational director] (7)

[Insert educational director’s full name]  
[Insert title]  
[Insert email address and phone number]