[Insert date]

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 [Insert school letterhead]

CQUniversity Australia Bruce Highway Rockhampton Qld 4701

Attention: CQUniversity Admissions

[insert applicant name] has attended [insert name of school] since [insert commencement date].

[insert applicant name] has successfully completed Year 11 with [insert name of school] and is currently enrolled to complete Year 12 at [insert name of school].

During [insert applicant name] attendance at [insert name of school], we have the following recorded residential address’s for this student:

* [insert residential address and duration]
* [insert residential address and duration]

Yours sincerely,

[insert signature] [Insert date]

[Insert name]

Principal

[Insert school name and contact details]