

Date
Recipient Information
To Whom It May Concern:
RE: Degree Eligibility for [Student Name]
[Student Name] has requested to graduate with a [Degree Type] degree at the [June/Novembe (year)] Convocation.
The student will meet the requirements for this degree upon successful completion of the current course(s) with the required grade(s) and a minimum cumulative grade point average (CGPA) of 1.85.
If you have any further questions, please contact our office at 416-978-3384 or ask.artsci@utoronto.ca .
Yours Sincerely,
[signature of signatory or their proxy]
[name of signatory] [title of signatory]