**Completion Letter**

This is to certify that XX (D.O.B XX/XX/XXXX, femal/male) has completed and fulfilled all the course requirements of the Bachelor of XXXX in XXXX University. She/He will have bachelor and graduation certificate awarded in July.

The XXXX University is a full-time accredited school for higher education approved by Education Ministry of the People’s Republic of China.

Date: XX/XX/XXXX

XXXXXXX University

**完成信**

XX （女，出生日期XXXX年XX月XX日）已经完成XXXX专业四年制本科全部课程并且将于七月毕业。我校是被中华人民共和国教育认可的全日制高等学校。

XXXX大学

日期：XX月XX日 XXXX年