[College/University Letterhead]

To Whom It May Concern:

I am writing to confirm the student teaching assignment for [Name of the Student Teacher], Educator ID Number (CACTUS #) [CACTUS Number]. The student teaching assignment is scheduled with [Local Education Agency (LEA) & School Name] for a duration of [Length of student teaching, e.g., 10 weeks].

I am pleased to inform you that [Name of the Student Teacher] is enrolled and in good standing in our teacher preparation program, seeking a professional license in [License Area] teaching. The student has successfully completed all the necessary preparation coursework for their license, except for the capstone clinical experience and corequisite coursework.

Sincerely,

[University EPP]