<insert your title+name>
<insert department, if applicable>
<insert name of institution>
<insert physical address>
your@email.com

<insert city>, <insert date>

ICM 2018 Organizing Committee
Rio de Janeiro, RJ, Brazil
http://www.icm2018.org/

Dear sir or madam

Re: Student participant

With this letter I attest that, to the best of my knowledge,

<enter student name>,

is a student in good standing in the <undergraduate/MSc/PhD> program at the University of <university name> in <city, country>, and is expected to graduate by <year>.

I also attest to being an advisor to this student in the aforementioned program.

Please feel free to ask me any additional questions.

<Name and signature>