Company Logo
&
Address of office

Date: Mo/day/year

Re: Test Taker Name – English as her/his Second Language

My name is xxxx I am (title and relationship to test taker). I can verify that English is the second language of (test taker name). Please grant them additional time for their exam/s.

Thank you for your attention.

Sincerely,

Signature

Printed Name

SAMPLE ONLY