

title + name

Department of English and American Studies

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To Whom It May Concern:

This letter is to confirm that name of student participated in my course, title of course. This course is worth number of ECTS credits, which equals number of hours of total workload.[[1]](#footnote-1)

In addition to the regular workload, name of student fulfilled tasks corresponding to number of (max. 2) ECTS credit(s) or number of hour(s) respectively.

The additional amount of work consisted of:

Oral presentation

Research report

Essay

Portfolio

Other: Please specify tasks if none of the above applies.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

1. At Austrian universities, 1 ECTS credit equals a workload of 25 hours. [↑](#footnote-ref-1)