



SACRAMENTO STATE

California State University, Sacramento
Department of World Languages & Literatures
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Letterhead usually includes a business's logo, name, address and contact information such as phone or fax number, email address and company website URL. If evaluator does not have access to a letterhead, a business card attached to a letter will suffice.

(dd/mm/yyyy)

Date of evaluation.

Evaluator's First & Last Name

Name of company

Address

1234 Ave, Ste5

City, State Zip Code

The evaluator's contact information must be included in this letter.

Dear Department of World Languages & Literatures,

My name is (evaluator's first and last name) and I work for (name of business, company, institution, etc.). I am proficient in (name of language) because (evaluator must explain how they know the language). I evaluated (student's first and last name) in the language of (name of language). The skills that were tested were (insert evaluation of two or more skills [listening, speaking, reading and writing], one of which must be either reading or writing.). I evaluated the student in the (insert skill) by doing the following (example: reading - read an online article in the language.).

I confirm that (student name) has at least elementary level proficiency in (name of language) to fulfill the Foreign Language Graduation Requirement.

If you have any questions, my contact information is (insert email and/or phone number).

Evaluator's Signature

The evaluator must sign in ink at the bottom of the letter.