



SACRAMENTO
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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 listening and speaking. I evaluated the student in the (insert skill) by doing the following (example: speaking – had a conversation for a minute or longer in the language.).

I confirm that (student name) has at least an intermediate level proficiency in (name of language).

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.