



SAMPLE

Office of the Dean of Students

University of California, Irvine  
G308 Student Center  
Irvine, CA 92697-5125

December 14, 2009

TO: [Name of Addressee]  
RE: Peter the Anteater Club

To Whom It May Concern:

This letter is to authenticate that the Peter Anteater Club is a registered student organization at the University of California, Irvine. The university recognizes its status and extends to them any and all courtesies or privileges that apply. Peter Anteater serves as the Executive Officer of the organization.

Please award them any privileges extended to student organizations. Inquiries regarding official tax-deductible donations/services or other transactions, however, should be addressed directly to the Peter Anteater Club; however, you are welcome to call our office if you have questions or have need of further clarification. We are open Monday - Friday, 8am-5pm.

Sincerely,

A handwritten signature in black ink, appearing to read "FZubi".

Fatin Zubi  
Administrative Resource Coordinator  
Office of the Dean of Students  
University of California, Irvine  
(949) 824-5181  
fzubi@uci.edu