**MUST BE ON OFFICIAL PUBLIC OFFICE/DISTRICT/ETC. LETTERHEAD**

<ENTER DATE>

ATTN: Specialized Student Billing
Texas A&M University
Student Business Services
6001 TAMU
College Station, Texas 77843
ssb@tamu.edu

Dear Student Business Services,

Pursuant to Texas Education Code, Section 54.354, this letter certifies that <ENTER EMPLOYEE/VOLUNTEER NAME> was once a <PAID/VOLUNTEER> <ENTER PUBLIC SERVICE POSITION> for the <ENTER NAME OF PUBLIC OFFICE/DISTRICT/ETC.> In addition, this letter certifies that <ENTER EMPLOYEE/VOLUNTEER NAME> was killed in the line of duty on <ENTER DATE>.

I, <ENTER NAME>, as a <SUPERVISOR/HR REPRESENTATIVE/ETC.> of <ENTER NAME OF PUBLIC OFFICE/DISTRICT/ETC.> certify that the information provided in this letter is true and accurate.

Signature of Supervisor/HR Representative and Date required

**This letter does not need to be notarized**