

**\*\*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](mailto: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\*\***