(Date)

To: Associated Students at the University of Hawaii

From: (Professor or Department Head)

To Whom It May Concern:

This memo is to verify that (student’s name) research project is a required assignment for (class name) in order to receive credit to graduate. You may contact me at (professor’s number) or at (professor’s UH email address) if you have any questions.

Sincerely,

(Professor or Department Head Name) and (signature)