Official Letterhead

Letter of confirmation

To whom it may concern

Name of host institution: …………………

Supervisor at host institution: …………………

I hereby confirm that **full name** (born on dd.mm.yyyy, student ID xxxxxx) from **the University of Vienna** has ………………………………………………….

Duration of stay (in days): from dd.mm.yyyy until dd.mm.yyyy (XX days)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date |  | Place |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of the authorised person of the host institution |  | Stamp |

Name

Function