

**Letter of Attestation
EXAMPLE**

Letterhead

Date

Centre for Learning Accreditation
Athabasca University
plar@athabascau.ca

Attn: Learning Accreditation Director

I am pleased to write this Letter of Attestation for Bea Sweet. I have worked with her closely for eight years and know her work quality to be of the highest standard. The following is a list of learning statements provided to me by Bea and my comments on her related skills and knowledge. Please contact me if there is need for additional information or clarification on what has been written.

The attestor then outlined his extensive education and career accomplishments. In so doing he confirmed his unique ability to identify and support, or attest to, our student's experiential learning. This information has been withheld to safeguard the identities of both our student and her attestor.

In my current capacity for the last 8 years, I have served as the executive director of unspecified sub-entity (uSE2) which administers up to \$60,000,000 worth of mortgages for unspecified Association of Canada (uAOC) chapters from sea to sea. As the Dir of Finance for the uAOC, Bea has worked closely with me in supplying monthly financial statements. These have been both accurate and timely in their delivery. As well, Bea and I have worked on negotiating partnership agreements with businesses that are patronized by uAOC chapters and constituents. One of these partnership agreements was in search of a merchant service provider with the best service and transaction fees for donations from uAOC chapter members to their chapters. We polled all of the tier one banks across Canada. In order to do this, Bea managed an extensive spread sheet for each of the services providers. Through her work, we were able to quickly ascertain which bank best served our needs. Bea and I have just finished negotiating with a partner for mobile branded solutions for our chapters.

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*The table below is for a course-based example.
Tables used for program-based submissions will be slightly different.*

Learning statements (Student Provides)	Attestation (Attestor Provides)
ADMN 232 – Introduction to Management	
Create an analysis to evaluate and compare costs of various merchant service providers by comparing costs of the main banks, in order to negotiate a competitive rate for electronic donations to offer all uAOC chapters and partners.	In her role as the Dir of Finance for the unspecified Association of Canada, Bea worked with me in evaluating a variety of merchant service providers with the goal of selecting one to service our chapters for donations by constituents. In order to make an effective assessment of the six different providers, Bea formulated a comprehensive spread sheet with the different categories such as the various fees which each of the banks charged. By taking a complex issue and reducing it to the basic questions, Bea allowed us to quickly survey a multiplicity of possibilities and come up with the most advantageous option. Her research has been vindicated in the years following our decision as to which merchant service provider was the most desirable.
ADMN 233 – Writing in Organizations	
Create a logical communication piece ensuring all points are connected and relevant to the main topic being conveyed in order to relay the message in a coherent fashion.	Bea has excellent skills in formulating logical communication pieces. These pieces coherently and succinctly communicate the necessary information with the appropriate amount of necessary information.
FNCE 300 – Financial Economics	
Create a report to show management the current cash reserves by reporting the known cash inputs and outputs for the upcoming months to enable managers to make important investment decisions with surplus operational cash.	On a monthly basis, Bea formulates a summary of the cash inputs and outputs of three entities at The unspecified Association of Canada. These reports are formulated in a timely basis. Further, these reports are both easily understood and accurate which significantly help the three entities in making decisions.

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<p>Manage the risk level management wishes to take on in the mortgage investment portfolio by establishing a set of policies and procedures to be followed outlining requirements of potential mortgagee such as: loan to value ratio; ratio of debt to cash; appraisals; and insurance requirements. These are all required when considering and entering into new mortgage contract agreements to ensure the assets of the organization are protected and at minimal risk.</p>	<p>Bea has a good knowledge of risk level management with regard to the mortgage investment portfolio. This portfolio which has risen to \$60,000,000 has not seen any losses for the myriad of investors who are largely members in uAOC chapters. This knowledge of risk level management allows her to make recommendations concerning the alteration of this policy.</p>
<p>Organize and prepare pertinent quarterly information relevant to performance of investments and areas of potential liquidity risk to enable management to quickly assess and take appropriate action where required.</p>	<p>This profitability report is provided in a timely basis each quarter. It clearly and succinctly projects liquidity risk which in turn allows decisions which are aimed at reducing this risk. The stability of the portfolio is partially a result of the accuracy of these profitability reports.</p>

In summary, I feel that I can speak to Bea Sweet’s skills, knowledge and work personality in a fair and objective manner. As evidenced by this letter, her work is of superb quality. Her positive contributions to the organization and her longstanding commitment to helping people achieve their potential make her an ideal employee.

Please contact me if you require any other information.

Sincerely,

(Be sure to SIGN and send letter directly to Centre for Learning Accreditation)