

May 18, 2026²

RE: Dr. Maria Acosta³
Apt 123, 1500 Circle Crescent NW
Calgary, AB T2T 2T2

To Whom It May Concern:

Dr. Maria Acosta was enrolled in a Master of Science Program as a full-time⁴ student in Cardiovascular and Respiratory Sciences at the University of Calgary. She was enrolled from September 2, 2024, until May 6, 2026⁵. During this period, there were no recorded absences for her in class schedule and to the best of my knowledge, no time was spent outside of Alberta during class months⁶. In the first year, Dr. Acosta completed full-time coursework (3 courses per semester in Fall and Winter). In the second year of study, she worked on her research and thesis. This included in-person bi-weekly meetings with me as well as weekly participation as a Teaching Assistant for one course each in Fall and Winter semesters.

Should you have any questions or require further information regarding the above, please contact me on my direct telephone line at 1 403 555 5555⁷.

Respectfully,
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Alice E. Phyllis, Professor of Cardiovascular and Respiratory Sciences⁷
University of Calgary

¹ Printed on institution's letterhead and include institution address

² Date letter was prepared, must not be before May 1, 2026

³ Applicant's name and address

⁴ Applicant's enrollment status (e.g full-time, part-time)

⁵ Length of program applicant was enrolled for

⁶ Any absences from class noted if longer than 3 days

⁷ Supervisor or Appointed Representative contact information **in Alberta** (work number preferred), including title

⁸ Signed by Supervisor or Appointed Representative