[Month/Day/Year]

[First Name Family Name]

[Street and House Number]

[City and Zip Code]

[Country]

[CWID (Student ID)]

Dear CSUF Admissions and Records:

This letter is to inform you that since my high school graduation date of [date of high school graduation], until now, I have been [describe what you have been doing since then – e.g. enrolled in language school, working, etc.].

Sincerely,

(sign here)

[First Name Family Name]