<NB: Please Use Department Letterhead>

<*Date*>

To Whom It May Concern:

I certify that <*Title*> <*Initials*> <*Surname*>, staff number/student number: <Staff/Student Number> carried out the research leading to the following publication while he/she was a member of staff at the <*Department*>, University of Cape Town:

Publication type: <*book/book chapter/journal article/conference paper*>

Publication title: <*title*>

In: <*title of book/journal/proceeding*>

<Signature>

<*Head of Department’s name*>