(Letterhead if possible)

Date

Name

Address

CFA Society Toronto

120 Adelaide St. W. Ste. 2205A

Toronto, Ontario, Canada

M5H 1T1

RE: CFA Society Toronto Fellowship Award

To Whom It May Concern:

PhD student, NAME, is applying for the CFA Society Toronto Fellowship Award. I am his dissertation supervisor and I’m writing to confirm that he/she has successfully defended his/her proposal, but his/her dissertation is still in progress, and it has not been defended yet.

If you have any questions, please refer to my contact information below.

Regards,

(Sign)

Name

Email

Phone