

[official logos: project, organising centre...]

I, [personal details of signatory], in my capacity as [post] at the [name of centre] of [name of responsible institution, company or organisation, if appropriate], the entity that is leading the [name of project and reference of project, if appropriate] project.

To whom it may concern

I DECLARE that [name and surnames], adult, of [nationality] nationality, with tax ID number [ID number], (in the case of a passport also include the expiry date [expiry date]), took part in [name of event/seminar/session/ ...] which took place at [name of centre] in [place] on/between [day(s), month year], from [time] to [time]; a total of [total number of hours] hours.

The [event/seminar/session] forms part of the [name of project] project promoted by [name of centre], with the participation of [mention other participating centres, companies or organisations, if appropriate].

In [place] on [day] [month] [year]

[Name and surnames of the representative]

[Title]

[Name of centre]

[Official stamp of the centre]