

# College Town USA

## Sports • Scholarship • Consultants

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**SAMPLE**

John Doe  
Clearing Department  
College Town USA  
Tel: 555-555-5555

Re: Sally Smith

Dear Sir/Madam,

I am writing this letter on behalf of Sally Smith, recently committed to the women's basketball program at Waldorf College. Sally has advised that College Town's use of the NCAA transitional grading scale would suffice as a legitimate translator of her high school scores into the U.S. GPA (4.0) scale. The education system in the UK does not provide a student with a final document stating graduation. The receipt of these final grades (see below) denotes that fact – Sally Smith has successfully completed the equivalent of a U.S. high school diploma in accordance with the U.K. high school education system.

### Grades

English - C (3.0)

Mathematics - C (3.0)

Physical Education - A (4.0)

Double Science - C (3.0) x2

Food Technology - D (2.0)

Geography - D (3.0)

Translated GPA - 2.86

Best Regards,

John Doe

Clearing Department