*NOTE: all entries in [brackets] should be replaced with the required information.*

[Use Official University Letterhead/Logo at the top of the letter]

[Insert the full University mailing address]

[Date]

Dear IEEE AP-S SPC Committee,

Regarding the SPC submission entitled “[paper title],” [student author name] is the primary author and is a student at [University name]. This letter certifies that my role in the preparation of this paper was primarily advisory and editorial.

[Please note that the above paragraph is the minimum information required. Additional details may be provided as desired]

Sincerely,

[Insert hand-written or digital signature; TYPED names are NOT permitted]

[Printed name, title and contact information]