Professor xx
Department of xx

Tel xxx

FAX xxx
E-mail: xxx

Place, Date

**To whom it may concern,**

RE: Monthly Attendance Check

This letter is to confirm that xxx, a PhD student at the Department of Pharmacy, University of Naples Federico II, has been working full time in my research laboratory as a visiting scientist at the University of xxx for the period from xxx to yyy.

Please do not hesitate to contact us for any additional information.

Yours sincerely,

**XY**

Sincerely, Signature