**MEMORANDUM**

To: Chair of the Department of Geology

From: {Instructor name}

Subject: MGeo coursework writing focus requirement fulfilled by {name of student}

Date: {type date here}

{name of student} successfully completed a set of writing activities under my instruction as part of GG{*XYZ, Name of class*}. The activities included {*XYZ*}. I confirm that, together, these activities meet the coursework writing focus that is required of the MGeo program”