

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of CGTC Enrollment

I hope this message finds you well. I am writing to confirm my enrollment in the [specific program or course name] at the Georgia Technical College as part of the [specific semester or academic year] academic calendar.

I appreciate the opportunity to further my education and look forward to engaging in the coursework and related activities.

Please let me know if there are any additional steps I need to take prior to my start date or if further information is required.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]