

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[College/University Name]
[Office of Admissions]
[College Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm my enrollment details at [College/University Name] for the [academic term, e.g., Fall 2023 semester].

Here are the details of my enrollment:

- Student ID: [Your Student ID]
- Program of Study: [Your Program/Major]
- Enrollment Status: [Full-time/Part-time]
- Start Date: [Date of Classes Begin]
- Orientation Date: [Date of Orientation]

I am excited to join the [College/University Name] community and look forward to commencing my studies. Please let me know if you need any additional information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]