

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

Office of Admissions
Fox Valley Technical College
1825 N. Bluemound Drive
Appleton, WI 54912

Dear Admissions Office,

I am writing to formally request an enrollment letter to confirm my status as a student at Fox Valley Technical College for the [specific term, e.g., Fall 2023] semester. My student ID number is [Your Student ID].

I am currently enrolled in the [specific program name] program, and I believe this letter is necessary for [reason for request, e.g., scholarship application, visa purposes, etc.].

Thank you for your assistance. I appreciate your prompt response.

Sincerely,

[Your Name]
[Your Student ID]