

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

Office of the Registrar
Grand Valley State University
1 Campus Dr
Allendale, MI 49401

Dear Registrar,

Subject: Enrollment Confirmation

I am writing to formally confirm my enrollment at Grand Valley State University for the [specific term, e.g., Fall 2023] semester. My student ID number is [Your Student ID Number].

I have completed the necessary registration steps and am enrolled in the following courses:

1. [Course Name and Code]
2. [Course Name and Code]
3. [Course Name and Code]

Please let me know if any additional information is required to finalize my enrollment status. I look forward to starting my academic journey at GVSU.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]