

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Verification of Student Enrollment

Dear [Recipient's Name],

This letter is to verify that [Student's Full Name], a student at [Your Institution's Name], is currently enrolled in the [Degree/Program] program. [He/She/They] began [his/her/their] studies on [Start Date] and is expected to graduate on [Expected Graduation Date].

As of the date of this letter, [Student's Full Name] is in good standing and is actively participating in all required courses.

Should you require any further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Institution's Name]

[Your Contact Information]