

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Office]
Northern Virginia Community College
[Address of NVCC]
[City, State, Zip Code]

Dear [Admissions Office/Specific Person's Name],
Subject: Enrollment Confirmation

I am writing to formally confirm my enrollment at Northern Virginia Community College for the [term/year, e.g., Fall 2023] semester. I have completed all necessary documentation and registration processes, and I am looking forward to beginning my studies in [specific program or major].

My student identification number is [Your Student ID Number].
Please let me know if you require any additional information or documentation to finalize my enrollment.
Thank you for your assistance.

Sincerely,
[Your Name]
[Your Student ID Number, if applicable]
[Program/Major]