

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

[Date]
[Recipient's Name]
[Title]
[College/University Name]
[College/University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification Letter for [Your Full Name]

I am writing to request verification of my enrollment at [College/University Name] for the academic period of [Start Date] to [End Date]. I am applying for [specific purpose, e.g., a scholarship, job application, etc.] and need proof of my status as a student.

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program of Study: [Your Program]
- Date of Birth: [Your Date of Birth]

Please let me know if you require any further information to complete this request. I appreciate your assistance in this matter.

Thank you for your prompt attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]