

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Confirmation of Study Details for Student Visa Application

I am writing to confirm the details of my intended study at

[Institution's Name], as required for my New Zealand student visa application.

Program of Study: [Program Name]

Course Duration: [Start Date] to [End Date]

Total Credits: [Number of Credits]

Full-Time Status: Yes/No

I understand that this program will provide me with [briefly describe the benefits or outcomes of the program].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Your Signature (if sending a hard copy)]