

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

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Confirmation of Enrollment for PG Diploma

I am writing to formally confirm my enrollment in the Postgraduate Diploma program in [Program Name] at [Institution Name], starting on [Start Date].

I appreciate the opportunity to be a part of this esteemed program and am looking forward to expanding my knowledge and skills in [field/industry]. Please let me know if you require any further information or documentation from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]