

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

[Recipient Name]
[University Name]
[Department/Office]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm my enrollment in the [Name of PG Program] for the [2023-2024 academic year/semester]. I am excited to join [University Name] and look forward to engaging with the faculty and my peers.

As a reminder, I have completed all necessary requirements, including [mention any prerequisites or documentation submitted], and my student ID is [Your Student ID].

Please let me know if you need any further information. Thank you for this opportunity, and I look forward to an enriching academic experience.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]