

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

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

Dear [Recipient's Name],

I am writing to confirm my enrollment in the [specific program/course name] at [Institution/Organization Name]. I appreciate the opportunity to participate and am eager to begin.

Please let me know if there are any additional steps or information required to finalize my enrollment.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]