

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

Admissions Office

[University/Institution Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Officer,

Subject: Enrollment Letter Request for International Students

I hope this letter finds you well. My name is [Your Name], and I have been accepted into the [Program Name] program for the [Semester/Year] at [University/Institution Name]. I am writing to request an official enrollment letter to assist with my visa application and other necessary arrangements for my studies in [Country].

As an international student, it is essential for me to provide proof of my enrollment to the relevant authorities. Therefore, I kindly request that you include the following details in the letter:

1. My full name: [Your Full Name]
2. Date of birth: [Your Date of Birth]
3. Program of study: [Program Name]
4. Start date of the program: [Start Date]
5. Expected graduation date: [Graduation Date]
6. Confirmation of my international student status

I appreciate your assistance in this matter and look forward to receiving the enrollment letter at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]

[Your Phone Number]