

[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]

Subject: Enrollment Confirmation for [Program Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm my enrollment in the [Program Name] for the [Term/Year] at [Institution's Name].

I have completed all necessary requirements and submitted my enrollment documents as requested. Below are my details for your reference:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program of Study: [Program Name]
- Start Date: [Start Date]

I look forward to joining the [Institution's Name] community and am excited about the opportunities ahead.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]