

[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]

Dear [Recipient's Name],

I am writing to formally enroll in the JPY program for the [specify term, e.g., Fall 2023 semester]. After thorough consideration and research, I have determined that this program aligns perfectly with my academic and professional goals.

I would like to confirm my enrollment and provide any necessary documentation or information required to complete the registration process. Please let me know if there are specific forms I need to fill out or additional details you need from me.

Thank you for your assistance. I am looking forward to being part of the JPY program.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]