

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

Office of Enrollment Services  
Vermont State University  
[University Address]  
[City, State, Zip Code]

Dear [Enrollment Office/Admissions Officer's Name],  
Subject: Enrollment Confirmation

I am writing to formally confirm my enrollment at Vermont State University for the [specific program/degree] starting in [term and year]. My student ID is [Your Student ID].

I have completed all necessary steps for enrollment and submitted required documents. I am excited to join the university community and begin my academic journey.

Please let me know if there are any additional steps I need to complete prior to the start of the semester.

Thank you very much, and I look forward to your confirmation.

Sincerely,

[Your Name]  
[Your Major/Field of Study]  
[Your Signature, if sending a hard copy]