

Formal enrollment confirmation template

Subject: Confirmation of Student Enrollment - [Academic Year]

Dear [Recipient Name/Title],

This letter serves to officially confirm that [Student Full Name] is currently enrolled as a [full-time/part-time] student at [Institution Name] for the [Academic Year/Semester]. The student is pursuing a [Degree Program] in [Field of Study].

Student Details:

Student ID: [ID Number]

Program: [Program Name]

Expected Graduation: [Date]

Current Academic Standing: [Good Standing/Other]

This confirmation is valid as of [Date] and can be used for official purposes including visa applications, loan processing, insurance verification, and employment documentation.

Should you require any additional information or documentation, please do not hesitate to contact our office.

Sincerely,

[Name]

[Title]

[Institution Name]

[Contact Information]

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