

Letter of Submission for Study Overseas Program Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for verification of my participation in the study overseas program, [Program Name], scheduled from [Start Date] to [End Date]. This program is crucial for my academic and professional growth, allowing me to gain valuable international experience and knowledge.

Included with this letter are the necessary documents to support my application:

- [Document 1: e.g., Application Form]
- [Document 2: e.g., Academic Transcript]
- [Document 3: e.g., Letter of Acceptance]
- [Document 4: e.g., Financial Support Documents]

Please let me know if you require any further information or additional documentation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]