

Enrollment Verification Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

This letter is to verify that [Participant's Name], a [Student/Employee] at [Institution Name], is currently enrolled and has been registered to participate in the [Conference Name], scheduled to take place on [Conference Dates] at [Conference Location].

Should you require any further information regarding [Participant's Name]'s enrollment status, please do not hesitate to contact me at the information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]