

Enrollment Request for Summer Classes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Admissions Office/Specific Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Admissions Office/Specific Name],

I hope this message finds you well. My name is [Your Name], an international student from [Your Country], currently enrolled in [Your Program] at [Institution Name]. I am writing to formally request enrollment in the summer classes offered in [Summer Session Year].

I am particularly interested in [Specify Courses or Program], as I believe these classes will greatly enhance my understanding and skills in [Your Field of Study].

As an international student, I am fully prepared to comply with all enrollment requirements and policies specified by your institution. Attached are my documents for your reference.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID Number]