

Enrollment Verification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University Name]

[Office of the Registrar]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Office/Specific Name],

I am writing to request an enrollment verification for my time at [University Name]. I graduated in [Month, Year] with a degree in [Your Degree].

This verification is needed for [state the reason, e.g., employment, further education, etc.]. I kindly ask that you provide confirmation of my enrollment and graduation status.

Please find my details below:

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Date of Birth: [Your DOB]

If you require any further information, feel free to reach out to me via the contact details provided above.

Thank you for your assistance.

Sincerely,

[Your Name]