Enrollment Verification Request

Date: _____

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

Office of the Registrar
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear Registrar's Office,

I am writing to request an enrollment verification for my current status as a student at [University/College Name]. Below are my details:

Name: [Your Full Name]
Student ID: [Your Student ID Number]
Enrollment Year: [Your Enrollment Year]
Program/Major: [Your Program/Major]

Please send the enrollment verification to my email at [Your Email] or to the address listed above. If there are any forms or fees associated with this request, kindly let me know.

Thank you for your assistance.

Sincerely,

[Your Name]