

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[University/College Name]

[Office of the Registrar/Appropriate Department]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name or Appropriate Title],

I am writing to request enrollment verification for employment purposes. I am currently enrolled at [University/College Name] and need this verification for [specific employer or reason].

Please find my details below:

**Full Name:** [Your Full Name]

**Student ID:** [Your Student ID]

**Program of Study:** [Your Program]

**Enrollment Dates:** [Start Date] to [Expected Graduation Date]

Thank you for your prompt attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]