

Enrollment Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[University's Name]

[University's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an enrollment verification for my graduate studies at [University's Name]. My details are as follows:

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Program of Study: [Program Name]
- Enrollment Status: [Full-Time/Part-Time]
- Expected Graduation Date: [Graduation Date]

This verification is required for [state the purpose, e.g., applying for internships, loan applications, etc.]. I would greatly appreciate your assistance in this matter.

If you require any additional information or forms, please do not hesitate to contact me at [Your Phone Number] or [Your Email]. Thank you for your attention to this request.

Sincerely,

[Your Name]