# Enrollment Verification Request

Date: [Insert Date]

To: [Institution/Instructor Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Instructor/Advisor's Name],

I hope this message finds you well. I am writing to formally request an enrollment verification for my participation in the online course titled "[Course Name]." I am currently enrolled for the [Semester/Term] of [Year] and would like to obtain documentation confirming my enrollment status for [reason for verification, e.g., employer, scholarship application, etc.].

Below are my relevant details:

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Email Address: [Your Email]
- Phone Number: [Your Phone Number]

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]