

Enrollment Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request an enrollment verification for [Student Athlete's Full Name], who is currently enrolled as a student athlete at [Institution Name]. As part of the requirements for [purpose of the request; e.g., scholarship application, participation in a tournament, etc.], we need official verification of their enrollment status.

Please include the following details in the verification letter:

- Student's Full Name
- Date of Birth
- Enrollment Status (full-time/part-time)
- Major/Field of Study
- Expected Graduation Date

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Relationship to the Student Athlete]