

# Student Confirmation Letter

Subject: Student Confirmation Letter

Dear [Recipient's Name],

I am writing this letter to confirm my status as a student at [Name of Institution]. I recently applied and was accepted into the [Program/Department] at your esteemed institution for the academic year [Year].

I would like to confirm the following details:

## 1. Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Student ID/Enrollment Number: [Your Student ID/Enrollment Number]
- Contact Number: [Your Contact Number]
- Email Address: [Your Email Address]

## 2. Program Details:

- Program Name: [Name of Program]
- Duration: [Start Date] to [End Date]
- Academic Year: [Year]
- Course Load: [Full-time/Part-time]

## 3. Course Registration:

- List of courses enrolled: [Course 1], [Course 2], [Course 3], ...
- Course Schedule: [Days and Times of Classes]

## 4. Financial Obligations:

- Tuition Fees: [Amount]
- Payment Schedule: [Specify any installments or deadlines]

I understand that it is my responsibility to adhere to the rules, regulations, and academic policies set forth by the institution. I assure you that I will make every effort to maintain satisfactory academic

standing and abide by the code of conduct.

Please let me know if there are any additional documents or forms that need to be submitted to complete my enrollment process. If there are any changes to the above information or any updates required, kindly inform me at your earliest convenience.

Thank you for your attention to this matter. I am excited to begin my educational journey at [Name of Institution] and look forward to contributing positively to the academic community.

If you have any questions or require further information, please do not hesitate to contact me. I can be reached at [Your Contact Number] or [Your Email Address].

Yours sincerely,

[Your Full Name]

[Your Student ID/Enrollment Number]