
Confirmation Letter For School

Michael Johnson

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(555) 789-1234

July 15, 2024

Rivertown High School

789 Oak Avenue

Rivertown, CA 90210

Subject: Confirmation of Enrollment for Emily Brown

Dear Sir/Madam,

I am writing to confirm that Emily Brown, who resides at 321 Cedar Lane, Rivertown, CA 90210, is enrolled as a student at Rivertown High School for the upcoming academic year 2024-2025.

Student's Information:

- Full Name: Emily Brown
- Date of Birth: February 2, 2007
- Grade Level: 10th Grade

Parent/Guardian Information:

- Full Name: Michael Johnson
- Relationship: Uncle

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- Contact Information: (555) 789-1234, michael.johnson@email.com

School Details:

- School Name: Rivertown High School
- Address: 789 Oak Avenue, Rivertown, CA 90210
- Contact Number: (555) 456-7890
- Principal's Name: Linda Thompson

Emily has been a student at Rivertown High School since her freshman year and has shown exemplary performance in both academics and extracurricular activities. She is an active member of the school's Math Club and the junior varsity basketball team.

This letter serves to confirm her enrollment and participation in the upcoming academic year. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

Michael Johnson