

Request For Student Confirmation Letter

[Your Name]

John Doe

[Your Address]

123 Main Street

[City, State, ZIP Code]

Anytown, AN 12345

[Email Address]

john.doe@email.com

[Phone Number]

(123) 456-7890

[Date]

July 23, 2024

[Recipient's Name]

Jane Smith

[Recipient's Position]

Registrar

[Institution/Company Name]

ABC University

[Institution/Company Address]

456 University Avenue

[City, State, ZIP Code]

Collegetown, CT 67890

Dear Jane Smith,

Subject: Request for Student Confirmation Letter

I hope this letter finds you well. I am writing to request a Student Confirmation Letter from ABC University. I am currently enrolled as a student at your esteemed institution, and I require this letter for my visa application.

Below are my details for your reference:

- **Full Name:** John Doe
- **Student ID:** 789123
- **Course of Study:** Bachelor of Science in Computer Science
- **Year of Study:** Third Year
- **Expected Graduation Date:** May 2025

I would be grateful if you could include the following information in the confirmation letter:

1. Confirmation of my current enrollment status.
2. The course I am enrolled in.
3. The duration of the course.
4. My expected graduation date.
5. Any other relevant information that may be required for the purpose mentioned above.

Please let me know if you need any additional information or documentation from my side to process this request. You can reach me at (123) 456-7890 or john.doe@email.com.

I would appreciate it if you could expedite this request as I require the confirmation letter by August 1, 2024.

Thank you very much for your assistance.

Sincerely,

John Doe

[Your Signature, if submitting a hard copy]