**LETTERHEAD**

Date

Dear Sir/Madam

Re: Confirmation of enrolment

We confirm the details of the enrolment of [FULL NAME] at [NAME OF SCHOOL/COLLEGE] as follows:

* Dates of enrolment [dd/mm/yyy to dd/mm/yyy]
* Course studied
* Full time/Part time

We further confirm the language of instruction during the above period was English.

Should you require anything further, do not hesitate to contact us.

Yours sincerely

NAME OF SCHOOL

NAME

Position title

Contact details