

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

To: Registrar's Office / Student Records  
[University or College Name]  
[University Address]

**Subject: Request for Student Loan Deferment Verification Letter**

Dear Registrar,

I am writing to formally request a verification letter confirming my enrollment at [University Name] for the purpose of student loan deferment.

Please provide a letter or official document that includes the following information:

- My full name and Student ID number: [Your Student ID]
- My current enrollment status (Full-time/Part-time)
- The start and end dates of the current academic term
- My anticipated graduation date

I require this documentation for my loan servicer, [Name of Loan Servicer].

Please let me know if there are any specific forms I need to sign or if there is a processing fee associated with this request. You may send the document to me via [Email Address or Mailing Address].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]