

[Date]

[Recipient Name/Organization]

[Address Line 1]

[Address Line 2]

Subject: Student Enrollment and Attendance Verification

To Whom It May Concern,

This letter is to certify that **[Student Full Name]** (Date of Birth: [DOB]) is currently enrolled as a student at **[Name of Institution]** for the [Current Semester/Year] academic period.

According to our official records, the student's enrollment details are as follows:

- **Student ID Number:** [ID Number]
- **Current Grade/Level:** [Grade/Year Level]
- **Program of Study:** [Major/Course Name]
- **Enrollment Status:** [Full-time / Part-time]
- **Enrollment Date:** [Start Date]

Regarding attendance, the student has maintained an attendance rate of **[Percentage]%** during the current term. Their attendance is considered **[Satisfactory/Excellent/Regular]** in accordance with the institution's policies.

If you require any further information or verification, please contact the Registrar's Office at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Official]

[Title/Position]

[Name of School/University]