

OFFICIAL COLLEGE LETTER

College Name: _____

Address: _____

Contact Number: _____

Recipient Information:

Full Name: _____

Student ID: _____

Program of Study: _____

Email Address: _____

Subject: Confirmation of Enrollment

This letter serves as official confirmation that the above-named student is currently enrolled at the College and is in good standing. The student is registered in the stated Program of Study and is actively pursuing the requirements for the completion of their academic program.

Academic Status and Progress

The student has met all necessary academic requirements to date and is maintaining satisfactory progress as defined by the College's academic policies. No disciplinary actions or academic probation currently apply to this student.

Tuition and Financial Standing

All tuition fees and financial obligations related to the student's enrollment are up to date as of this writing. Should there be any outstanding balances, the student is responsible for timely resolution following College policies.

Official Use of This Letter

This letter is intended solely for the use of the recipient or authorized entities and serves to verify enrollment status for purposes such as employment, insurance, loan deferment, or other official requirements. The College is not responsible for third-party decisions based on this letter.

Compliance with Laws and Policies

The College operates in full compliance with federal and state laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA). The information provided herein is accurate to the best of the College's knowledge and is released in accordance with applicable legal requirements.

Limitations and Liability

The College makes no warranties or guarantees beyond the factual statements contained in this letter. Any reliance on this letter by third parties is at their own risk. The College disclaims any liability arising from the use or misuse of this document.

Validity and Signature

This letter is valid only with the authorized signature of a designated College official and the institution's official seal or stamp. Copies or reproductions not bearing such authentication may not be considered valid.

Authorized College Official

Signature: _____

Date: _____

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