

Request Certificate of Enrollment

To HR Department,

From:

Email:

Subject: Request Certificate of Enrollment

Date:

Dear Sir / Madam,

I would like to inform you that I enrolled and actively participated in the class of _____ for which I write this letter to request you to provide me with an enrollment certificate. I need the certificate for _____

Thank you for your help and kind support in this regard. Please contact me if there are any issues.

Thank you,

Ph: