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**University of the United States**  
NEW YORK, NEW YORK

123 ST 45<sup>th</sup> AVE, NEW YORK, NY, 12345  
xample.edu | (123) 456-7890 |  
registrar@sample.edu

B



October 20, 2024

To Whom It May Concern:

This is to verify that

D

C



**Jane E. Doe**



is enrolled as a **full-time** undergraduate student in good standing for **Fall Semester 2024**.

E

The beginning date of the undergraduate program at **University of the United States for the Fall 2024 Semester** is **September 1, 2024** and the ending date is **December 21, 2024**.

F

Please feel free to reach out to me if you have any questions on this matter.

Sincerely,

*John Smith*

John Smith  
Registrar Officer  
Email: [registrar@sample.edu](mailto:registrar@sample.edu)  
Phone: (123) 456-7890

A – College's name

B – Letter Date

C – Student's name

D – Student's enrollment status

E – Semester and Year

F – Semester start and end dates