



**Enrollment Verification Template
Sample Letter**

[Date]

To Whom It May Concern:

[NAME] is an enrolled student in the [Master or Bachelor] of Business Administration degree program at the Ross School of Business at the University of Michigan during the Fall Term 2004 (September 7 - December 23).

[NAME] entered the full-time [MBA or BBA] program in September 2003 and expects to complete degree requirements and graduate in April 2005.

Please feel free to contact our office if you have further questions concerning this student.

Sincerely,

Academic Services