Informal student certification email template

Hi [Recipient Name],

I am writing to confirm that [Student Name] is enrolled in [Program Name] at [Institution Name].

[He/She/They] has been attending since [Start Date] and is on track to graduate around [Expected Graduation Date].

Feel free to reach out if you need additional details.

Best regards,

[Registrar/Authorized Person]

[Institution Name]

Get more templates here: https://www.lettersandtemplates.com/letters/student-certification-letter