Request Letter for Certificate of Enrolment

To,  
[Recipient Details],

[Recipient Address]

[Date]

Subject: Request for certificate of enrolment

Respected Sir/ Madam,

I am [Name], and I would like to inform you that I enrolled and actively participated in the [mention name of the event/ occasion] for which I am writing this letter, and that I require a enrolment certificate. The document is required for the following reasons (or purposes).

Your help with this would be greatly appreciated. You can reach me at [mention contact details] if you need to get in touch.

Thanking you,

Regards,

[Signature],

[Name],

[Contact Details]