[Name of the school / letterhead of the school]

To the Munich-Trudering Grammar School  
For the attention of the International Coordinator

Confirmation of enrolment abroad

Date of issue: [date]

Dear Sir or Madam

This letter is to confirm that [name of student] will be enrolled at [name of school] for the school year [school year]. [His/her] attendance for this period is as follows:

* First day: [date]
* Last day: [date]

Yours sincerely,

[Signature]

[Name of head teacher/coordinator]