

[Your University/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of Academic Papers

I am writing to confirm the verification of the following academic papers authored by [Author's Name] during their time at [Institution Name]:

1. [Title of Paper 1] - [Publication Date]

2. [Title of Paper 2] - [Publication Date]

3. [Title of Paper 3] - [Publication Date]

These papers have been reviewed and are consistent with our records held at [Institution Name]. If you require further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Institution]

[Your Contact Information]