

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Verification of Educational Credentials

I am writing to formally verify the educational papers of [Student's Full Name], who graduated from [Name of Institution] on [Graduation Date] with a degree in [Degree Earned].

Upon review, we confirm that the following documents are authentic:

1. [Document Name and Description]
2. [Document Name and Description]
3. [Document Name and Description]

If you require any additional information or further verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Organization]