

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

[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Subject: CGPA Verification Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the verification of my Cumulative Grade Point Average (CGPA) for the purpose of [reason for verification, e.g., applying for further studies, job application, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Degree Program: [Your Degree Program]
- Graduation Year: [Your Graduation Year]

I kindly request you to provide an official verification of my CGPA, which is [Your CGPA] as per the records maintained by the institution. I would appreciate it if you could send the verification directly to [provide details of where it should be sent if necessary].

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]