[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Request for Certificate Verification
I hope this message finds you well. I am writing to request verification
of my academic certificate issued by [Name of Institution] for my
[Degree/Program Name] completed in [Year of Completion].
Details of the certificate to be verified are as follows:
- Name of Degree: [Degree Name]
- Year of Issue: [Year]
- Enrollment Number/ ID: [Your ID/Enrollment Number]
Please find attached copies of my certificate and other relevant
documents for your reference. Your assistance in this matter is greatly
appreciated, as I require this verification for [specific purpose, e.g.,
employment, further studies, etc.].
Thank you very much for your attention to this request. I look forward to
your prompt response.
Sincerely,
[Your Name]