

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

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

Dear [Recipient's Name],

Subject: Request for Academic Document Verification

I am writing to request the verification of my academic documents as part of [specific purpose, e.g., application for further studies, employment verification, etc.].

My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Program/Department: [Your Program/Department]
- Dates of Attendance: [Start Date] to [End Date]

The documents to be verified include:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I have attached copies of my documents for your reference. Please let me know if any further information is needed to assist with this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]