

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

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

Dear [Recipient Name],

Subject: Request for Educational Document Verification

I hope this letter finds you well. I am writing to request the verification of my educational documents as part of [explain the purpose, e.g., job application, further studies, etc.].

Details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Degree/Certificate Obtained: [Specify Degree/Certificate]
- Date of Graduation: [Graduation Date]
- Institution Attended: [Name of Institution]

Please find attached copies of my educational documents for your reference.

I would appreciate your assistance in completing this verification process at your earliest convenience. If there are any forms to fill out or fees to pay, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]