

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

[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Subject: Request for Education Verification

Dear [Embassy/Consulate Officer's Name],

I am writing to request verification of my educational credentials for the purpose of [briefly state the purpose, e.g., applying for a visa, employment, etc.].

I graduated from [University/College Name] with a degree in [Your Degree] on [Graduation Date]. My student identification number was [Student ID Number]. To assist in your verification process, please find attached the necessary documents, including:

- A copy of my diploma
- Academic transcripts
- Any other relevant documentation

I kindly request that you provide confirmation of my educational qualifications at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me via the information provided above.

Thank you for your attention to this matter.

Sincerely,

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