

[Your Institution's Letterhead]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/Organization]  
[Recipient's Address]

Dear [Recipient's Name],

Subject: Academic Verification for [Student's Full Name]  
This letter is to confirm the academic status of [Student's Full Name],  
who is currently enrolled in [Program Name] at [Institution's Name].  
[He/She/They] began [his/her/their] studies on [Start Date] and is  
expected to graduate on [Expected Graduation Date].  
[Student's Full Name] is in good standing and has completed [Number of  
Credits] credits towards the [Degree Name] degree. [He/She/They] has  
demonstrated a commitment to academic excellence throughout  
[his/her/their] time at our institution.  
If you require any further information or verification, please do not  
hesitate to contact our office at [Phone Number] or [Email Address].  
Sincerely,  
[Your Name]  
[Your Title]  
[Institution's Name]  
[Institution's Address]  
[Phone Number]  
[Email Address]