[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]
Subject: IWCC Verification Request
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to request a verification letter regarding my [degree/certification] from [Institution Name], which I completed on [Date of Graduation].
Please find my details below for your reference:
- Full Name: [Your Name]
- Date of Birth: [Your Date of Birth]
- Student ID/Enrollment Number: [Your Student ID]
The verification is needed for [state the purpose - e.g., employment, further studies, etc.]. I would appreciate it if you could include the following information in the verification letter:
- Confirmation of my degree/certification
- Dates of attendance
- Any relevant course details
Thank you for your assistance. Please feel free to contact me via email or phone if you need any additional information.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]