

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

Khan Academy
[Address of Khan Academy]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a diploma verification for [Your Name], who completed their studies on Khan Academy on [Completion Date]. During this time, [he/she/they] worked diligently to master various subjects, including [list subjects], and demonstrated exceptional skills and commitment to learning.

I would appreciate your assistance in providing a formal diploma letter that confirms [his/her/their] achievements on the platform.

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)]