[Your Name]
[Your Title]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Qualification Verification Request for [Candidate's Name]
I hope this letter finds you well. I am writing to request verification of qualifications for [Candidate's Name], who has applied for the position of [Job Title] at our organization, [Your Organization].
We would appreciate your assistance in confirming the following details regarding their qualifications:
1. [Specific Degree or Certification] - [Institution Name]
2. Dates of attendance: [Start Date] to [End Date]
3. Graduation date: [Graduation Date]
4. Any further relevant details pertaining to [Candidate's Name]'s performance or merit.
Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or authorization from the candidate to facilitate this process.
Thank you for your assistance. We look forward to your prompt response.
Sincerely,
[Your Name]
[Your Title]
[Your Organization]