

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

[Recipient's Name]  
[Recipient's Title]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally confirm my graduation from [University Name], with a degree in [Your Degree] on [Graduation Date].

My student ID number is [Your Student ID]. I have completed all the necessary requirements for my degree, including [briefly list any significant courses, projects, or achievements].

I would appreciate it if you could provide me with the official confirmation of my graduation status for my records.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Student ID] (if applicable)