

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request verification of my academic credentials as part of [reason for verification, e.g., employment application, further education, etc.]. Below are the details of my academic history that require verification:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Degree(s) Obtained: [List Degree(s)]
- Dates of Attendance: [Start Date - End Date]
- Major/Field of Study: [Your Major]

Please let me know if you require any additional information or documentation to facilitate this request. Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]