[Your Institution's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Educational Verification for [Student's Full Name]
We are writing to confirm the educational background of [Student's Full Name], who attended [Institution's Name] from [Start Date] to [End Date].
During their time at our institution, [Student's Full Name] was enrolled in the [Name of Program/Degree] program and successfully completed the requirements for graduation. [He/She/They] graduated with a [Degree] on [Graduation Date].
If you require any further information or have any questions, please do not hesitate to contact us at [Institution's Contact Information].
Sincerely,
[Your Name]
[Your Title]
[Institution's Name]
[Contact Information]
[Institution's Website]