[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Degree Verification Request
I hope this letter finds you well. I am writing to request the verification of my degree details from [Your Institution's Name]. Below are the pertinent details for your reference:
- **Full Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Degree Earned:** [Your Degree]
- **Graduation Year:** [Year of Graduation]
- **Student ID Number (if applicable):** [Your Student ID]
Please confirm the details of my degree at your earliest convenience. Should you require any additional information or documents to process this request, feel free to contact me at [Your Phone Number] or [Your Email Address].
Thank you for your prompt attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]