

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

Dear [Recipient's Name],

Subject: Verification of Qualifying Qualifications (VQQ) Request

I hope this message finds you well. I am writing to formally request verification of my academic qualifications as part of [specific purpose, e.g., application for a graduate program, employment verification, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Student ID (if applicable): [Your Student ID]
- Program of Study: [Your Program Name]
- Dates of Attendance: [Start Date] to [End Date]

I would greatly appreciate your assistance in confirming the following information regarding my academic record:

1. Degree(s) awarded: [Specify degrees]
2. Dates of enrollment: [Specify dates]
3. Major/Field of Study: [Specify major/field]

If you require any further information or documentation to facilitate this process, please do not hesitate to contact me at the information provided above.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]