

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

[Recipient Name]  
[Recipient Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a verification of my qualifications and learning (VQL) as part of my academic evaluation process.

As a [your current academic status, e.g., graduate student, undergraduate student] at [your institution], I am seeking to gain [specific goal or purpose for VQL, e.g., credit, admission, or recognition of prior learning] based on my previous academic and professional experiences.

To facilitate this process, I have attached the necessary documentation, including [list any documents you are including, e.g., transcripts, letters of recommendation, certificates, or a curriculum vitae]. I believe that my experiences align well with the required criteria and demonstrate significant competence in [mention relevant areas of study or skills].

I appreciate your time and consideration in reviewing my request. Please let me know if any additional information is needed or if you would like to discuss this matter further. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program/Department]