

[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],

I am writing to formally request the verification of my undergraduate degree records. I graduated from [Your Degree Program] at [Institution's Name] in [Graduation Year]. My student ID number is [Your Student ID].

As part of my application for [specific purpose, e.g., a job, graduate school, etc.], I need to provide verified academic records. I would appreciate it if you could assist me in this process at your earliest convenience.

Please let me know if you require any additional information or documentation to fulfill this request.

Thank you for your assistance.

Sincerely,

[Your Name]