

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

Office of the Registrar
University Name
University Address
City, State, Zip Code

Dear Registrar,

I am writing to request verification of my undergraduate degree as part of a background check for employment purposes. Below are my details for your reference:

- **Name:** Your Full Name
- **Date of Birth:** Your Date of Birth
- **Student ID (if applicable):** Your Student ID
- **Degree Earned:** Your Degree
- **Graduation Date:** Your Graduation Date

Thank you for your attention to this matter. If you have any questions or need further information, feel free to contact me at your earliest convenience.

Sincerely,
Your Name