Degree Verification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in verifying my undergraduate degree as part of a character reference I am preparing for [specific purpose, e.g., job application, graduate school].

I graduated from [University Name] with a degree in [Your Major] in [Graduation Year]. My Student ID was [Student ID]. I would sincerely appreciate it if you could confirm this information and provide any additional details necessary for the verification process.

Please let me know if you require any further information or documentation on my part. Thank you very much for your support and assistance.

Sincerely,

[Your Name]