Degree Verification Request

Date: [Insert Date]

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

[Recipient Name]
[University/College Name]
[Department or Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request verification of my undergraduate degree for employment purposes. I am applying for a position with [Employer's Name], and they require confirmation of my academic credentials.

Below are my details for your reference:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Degree: [Your Degree Title]
- Major: [Your Major]
- Graduation Date: [Your Graduation Date]
- Student ID (if applicable): [Your Student ID]

I would appreciate it if you could send the verification directly to [Employer's Contact Information] at your earliest convenience. If there are any forms or fees required to process this request, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]