

Letter of Verification Request for Immigration Purposes

Date: [Insert Date]

[Recipient's Name]

[University/College Name]

[University/College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a graduate of [University/College Name], having completed my undergraduate degree in [Your Degree] on [Graduation Date]. My student ID number was [Student ID Number].

I am writing to formally request a verification of my undergraduate degree for immigration purposes. I am currently in the process of applying for a [specific immigration status, e.g., visa, residency], and the immigration authorities require confirmation of my academic credentials.

Could you please provide a verification letter on official letterhead that includes my full name, degree conferred, date of graduation, and any additional information that verifies my attendance and completion of my degree program? Your assistance in this matter would be greatly appreciated.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or clarification regarding my request.

Thank you very much for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]