

Degree Verification Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[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 the verification of my undergraduate degree as part of my internship application process.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Degree Earned: [Degree Name]
- Field of Study: [Field of Study]
- Graduation Year: [Graduation Year]

This verification is required by [Name of the Internship Company] for my application dated [Insert Date of Application]. I have attached any necessary documents to assist with this request.

Thank you for your attention to this matter. I appreciate your prompt response.

Sincerely,

[Your Name]