

Degree Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[University Name]

[Office of the Registrar]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name or "To Whom It May Concern"],

I hope this message finds you well. I am writing to request the verification of my undergraduate degree for personal verification purposes.

My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Degree Obtained: [Your Degree]
- Graduation Year: [Your Graduation Year]

Please send the verification to my email address or provide me with the necessary documentation at your earliest convenience.

Thank you for your attention to this matter. I appreciate your assistance.

Sincerely,

[Your Name]