

Degree Verification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request verification of my undergraduate degree as part of my scholarship application process. I graduated from [University Name] with a degree in [Degree Title] on [Graduation Date]. My student ID was [Student ID].

Please find my contact information above for any questions you may have. Additionally, I have included a signed release form for your convenience.

Thank you for your assistance in this matter. I appreciate your prompt attention to my request.

Sincerely,

[Your Name]