

Professional Credentials Verification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

We are writing to verify the professional credentials of our client, **[Client's Name]**, who is seeking to onboard with our services.

As part of our onboarding process, we require confirmation of certain credentials, including:

- Degree(s) Obtained: [List Degrees]
- Licenses/Certifications: [List Licenses/Certifications]
- Professional Experience: [Outline Relevant Experience]

Please provide verification of these credentials by contacting the institutions or organizations listed below:

- [Institution/Organization Name, Contact Information]
- [Institution/Organization Name, Contact Information]

We appreciate your prompt attention to this matter. Should you have any questions, please do not hesitate to reach out to us.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]