

Credential Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves as a formal request for the verification of credentials for [Applicant's Full Name], who has applied for the position of [Position] at [Company Name]. We are conducting a thorough background check and require confirmation of the following qualifications:

- Degree: [Degree Name] - [Institution Name], Year of Graduation: [Year]
- Certifications: [List of Certifications]
- Previous Employment: [Company Name, Position, Duration]

Please confirm the accuracy of the above information at your earliest convenience. You may contact us directly at [Your Email Address] or [Your Phone Number]. Your prompt assistance is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Full Name]
[Your Position]
[Company Name]
[Company Address]
[Your Phone Number]
[Your Email Address]