

# Educational Background Confirmation

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm the educational background of

**[Employee/Student Name]**, who attended **[Institution Name]** from **[Start Date]** to **[End Date]**.

During this period, [he/she/they] pursued a degree in **[Degree/Program Name]** and successfully completed the requirements for graduation.

The details are as follows:

- **Institution Name:** [Institution Name]
- **Degree Earned:** [Degree/Program Name]
- **Date of Graduation:** [Graduation Date]

Please feel free to contact me at [Your Contact Information] for any further information or verification.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization Name]

[Contact Information]