

Academic Record Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm the academic records of [Student's Full Name], who attended [Institution Name] from [Start Date] to [End Date].

During this period, [he/she/they] earned the following qualifications:

- Degree: [Degree Name]
- Major/Field of Study: [Major]
- Graduation Date: [Graduation Date]
- GPA: [GPA]

The attached documents include:

1. Official Transcript
2. Verification of Enrollment
3. Degree Certificate

If you require further information or additional documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Institution Address]

[Institution Phone Number]