

Academic Record Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to verify the academic records of **[Student's Full Name]**, who has applied for admission to **[Graduate School Name]**.

[Student's Full Name] was enrolled in **[Institution Name]**, from **[Start Date]** to **[End Date]**, and has successfully completed the following courses:

- **[Course Name 1]** - [Grade]
- **[Course Name 2]** - [Grade]
- **[Course Name 3]** - [Grade]

The overall GPA of **[Student's Full Name]** is **[GPA]**.

Please feel free to contact me should you require any further information or clarification.

Sincerely,

[Your Name]
[Your Position]
[Institution Name]
[Contact Information]