[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Subject: Request for Academic Record Verification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the verification of my academic records for employment purposes. My name is [Your Full Name], and I graduated from [Program/Department] at [Institution's Name] in [Graduation Year]. My student ID number was [Student ID].

Please include the following details in your verification:

- Degree received
- Dates of attendance
- Major/Field of study

This verification is required by my prospective employer, [Employer's Name], as part of their hiring process. You may directly contact them at [Employer's Contact Information] to confirm the details of this request.

Thank you for your assistance in this matter. If you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]