

# Academic Record Verification

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Student's Name], born on [Date of Birth], is a current student at [Institution Name], pursuing a [Degree Program] in [Field of Study]. [He/She/They] have been enrolled since [Start Date] and is expected to graduate on [Expected Graduation Date].

As of [Last Term], [Student's Name] has completed [Number of Credits] credits and holds a GPA of [GPA]. [He/She/They] is in good academic standing and has met all required criteria for scholarship eligibility.

This verification is issued upon request for the purpose of applying for [Name of Scholarship]. Should you require any further information, please feel free to contact our office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Institution Address]

[Phone Number]

[Email Address]