

Academic Record Verification

Date: **[Date]**

To Whom It May Concern,

This letter serves to verify the academic records of **[Student's Full Name]**, who has applied for transfer admission to **[Target Institution]**.

Student ID: **[Student ID]**

Degree Program: **[Current Degree Program]**

Enrolled Courses and Grades

Course Code	Course Title	Credits	Grade
[Course Code 1]	[Course Title 1]	[Credits 1]	[Grade 1]
[Course Code 2]	[Course Title 2]	[Credits 2]	[Grade 2]

We confirm that the academic records for **[Student's Full Name]** are accurate and reflect their performance to date.

Please feel free to contact our office for any further information or clarification.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]