

Academic Credential Confirmation

Date: [Insert Date]

[Recipient's Name]
[Recipient's Position]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the academic credentials of [Name of the Individual], who has applied for [mention position, program, or purpose] at [Institution's Name].

[Name of the Individual] graduated from [Name of the Institution] with a [Degree] in [Field of Study] on [Graduation Date]. Their student ID was [Student ID].

Should you require any further information or clarification, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

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