

Academic Records Verification

Date: [Insert Date]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request verification of academic records for the following individual:

Name: [Student Name]

Date of Birth: [Student Date of Birth]

Dates of Attendance: [Start Date] to [End Date]

Please provide confirmation of the following details:

- Degree(s) Earned
- Field of Study
- GPA (if applicable)
- Graduation Date

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]