

[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]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the process for degree attestation from [Your Institution's Name]. I recently completed my [Degree, e.g., Bachelor's/Master's] in [Field of Study] and would like to understand the necessary steps and requirements for having my degree officially attested.

I would greatly appreciate any information regarding the fee structure, documentation needed, and the estimated time frame for the process. If there are any forms or additional details required from my end, please do let me know.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]