

Education Verification Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update regarding the education verification process for [Employee's Name].

As part of our routine checks, we have recently updated our records and would like to verify the following information:

- **Degree:** [Degree Earned]
- **Institution:** [Name of Institution]
- **Graduation Date:** [Date]

Please confirm that the above details are accurate or provide any necessary corrections at your earliest convenience. Your prompt response will help us maintain accurate records.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]