

# Educational Qualification Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Institution/Company Name]

[Institution/Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the verification of my educational qualifications as part of the hiring process for [mention position or purpose]. My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Institution Attended: [Name of Institution]
- Year of Graduation: [Year]

I kindly ask that you provide verification of my degree and any relevant academic records at your earliest convenience. Should you require any further information or documentation, please feel free to contact me directly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]