

Verification Request for Language Proficiency Credentials

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request verification of my language proficiency credentials. I recently submitted my application for [specific purpose, e.g., a job position, admission to a program], and your confirmation of my language proficiency is necessary for the processing of my application.

Here are the details of my credentials:

- **Credential Name:** [Insert Credential Name]
- **Date of Issue:** [Insert Date]
- **Issued By:** [Insert Issuing Organization]
- **Language Proficient In:** [Insert Language]
- **Proficiency Level:** [Insert Level]

I would appreciate it if you could verify my language proficiency credentials at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]