

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization Name]. We are currently in the process of conducting an educational background check for [Candidate's Name], who has applied for the position of [Position Title] with us.

We would greatly appreciate it if you could verify the following details regarding [Candidate's Name]:

- Degree(s) Obtained
- Field of Study
- Dates of Attendance
- Graduation Date

If you require any additional information or if there are any forms or protocols we should follow, please do not hesitate to let us know. Thank you in advance for your assistance with this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]