

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request verification of my high school diploma as part of the employment verification process for the position I have applied for at [Company's Name]. My full name is [Your Full Name] and I graduated from [High School Name] in [Graduation Year].

Please feel free to contact the school at [High School Phone Number] or [High School Email Address] for confirmation of my diploma. If you require any further information or documentation, please do not hesitate to reach out to me.

Thank you for your assistance in this matter.

Sincerely,
[Your Name]