

Applicant Credentials Verification Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the verification of the credentials of [Applicant's Full Name], who has applied for the position of [Job Title] at [Company Name]. As part of our hiring process, we require confirmation of the following qualifications:

- Degree(s) Earned: [Degree(s) and Major]
- Institution(s) Attended: [Institution Name(s)]
- Graduation Date(s): [Graduation Date(s)]
- Employment History: [Previous Employer(s)]

We appreciate your assistance in verifying these credentials. Please reply to this request at your earliest convenience. Should you require further information, do not hesitate to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Information]