Credentials Verification Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to formally request the verification of credentials for [Candidate's Name], who has applied for the position of [Job Title] at [Your Company/Organization].

We kindly ask you to confirm the following details:

- Degree(s) obtained: [Specify Degree(s)]
- Institution(s) attended: [Specify Institution(s)]
- Years of attendance: [Specify Years]
- Any other relevant qualifications: [Specify any further qualifications]

Please send your verification responses to [Your Email Address] or contact us at [Your Phone Number]. We appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]