

# Transcript Evaluation Request for Employment Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an evaluation of my academic transcripts for employment verification purposes. I am applying for a position at [Company Name] and they require confirmation of my educational qualifications.

Please find attached my transcripts from [University/College Name], along with the necessary forms for evaluation. If you require any additional information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter. I appreciate your assistance in facilitating this evaluation.

Sincerely,

[Your Name]