

Application for Foreign Credential Evaluation

Date: [Insert Date]

To: [Evaluation Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Evaluation Agency Contact or "To Whom It May Concern"],

I am writing to formally request a foreign credential evaluation of my academic qualifications for [academic purposes, e.g., admission to a university, employment verification, etc.]. My name is [Your Full Name], and I hold a degree from [Name of Institution] in [Country] awarded on [Date of Degree].

Enclosed with this letter, you will find the required documents including:

- Official transcript from [Name of Institution]
- Degree certificate
- Copy of my passport or ID
- [Any other relevant document]

Please let me know if you require any additional information or documents. I appreciate your assistance and look forward to your prompt response regarding my application.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]