

# Request for Clarification on Credential Evaluation Discrepancies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Evaluation Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Evaluation Agency Contact/Department],

I hope this message finds you well. I am writing to request clarification regarding some discrepancies found in my recent credential evaluation report, dated [Insert Evaluation Date], concerning my [Specify Credential, e.g., degree, diploma].

Upon reviewing the report, I noticed the following discrepancies:

- Discrepancy 1: [Brief Description]
- Discrepancy 2: [Brief Description]
- Discrepancy 3: [Brief Description]

Could you please provide clarification or further information regarding these points? Additionally, if any documents are required from my side to assist in resolving these discrepancies, kindly let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]