

# Request for Foreign Credential Evaluation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a foreign credential evaluation for my academic credentials obtained from [Name of Institution] located in [Country]. I am seeking employment opportunities in the United States and would like to ensure that my qualifications are recognized by potential employers.

Enclosed are the following documents:

- Official transcripts from [Name of Institution]
- Degree certificate
- Copy of my passport

Please let me know if you require any additional information or documentation to facilitate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]