

Confirmation of Educational Records Received

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Institution Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm that we have received the educational records for [Student's Name] from [Previous Institution's Name]. The records were received on [Date Records Were Received] and include the following:

- Official Transcripts
- Diplomas
- Certificates
- Other Relevant Documents

If you have any further questions or need additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]