

Verification of Received Educational Documents

[Your Name]

[Your Position]

[Your Institution or Company Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Institution or Company Name]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

This letter is to formally verify the receipt of the following educational documents from [Student's Name]:

- [Document Type 1]
- [Document Type 2]
- [Document Type 3]

These documents were received on [Date of Receipt] and are intended for [Purpose of Verification]. We confirm that the documents are complete and have been reviewed in accordance with our verification procedures.

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Institution or Company Name]