

University Verification of Completion

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify that [Student's Name], born on [Date of Birth], has successfully completed all requirements for the degree of [Degree Name] at [University Name].

The program was completed on [Completion Date], and [Student's Name] has been conferred the degree officially on [Degree Conferral Date].

If you require any further information, please do not hesitate to contact our office at [University Phone Number] or [University Email Address].

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]