

[University/Institution Letterhead]

[Date]

[Recipient Name/To Whom It May Concern]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Academic Honors and Awards

Dear [Recipient Name/Admissions Committee],

This letter serves to officially verify the academic honors and awards received by **[Student Full Name]** (Student ID: **[ID Number]**) during their tenure at **[University/School Name]**.

Our records confirm that [Student Name] has been granted the following recognition(s):

- **[Award/Honor Name 1]:** Awarded on [Date/Semester] for [Reason for Award, e.g., Academic Excellence in Engineering].
- **[Award/Honor Name 2]:** Awarded on [Date/Semester] for [Reason for Award, e.g., Dean's List].
- **[Graduation Honor]:** [e.g., Summa Cum Laude], conferred on [Date].

To receive these honors, students must meet specific criteria, including [Brief description of criteria, e.g., maintaining a cumulative GPA of 3.8 or higher]. [Student Name] has consistently demonstrated exceptional dedication to their studies and has maintained an exemplary academic record.

If you require any further information or additional documentation, please do not hesitate to contact the Office of the Registrar at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Official]

[Title of Official]

[Department Name]