

[Your Full Name]
[Your Student ID Number]
[Your Current Address]
[Your Phone Number]
[Your Email Address]

[Date]

The Registrar
[Name of University]
[Department/Office Name]
[University Address]

Subject: Request for Academic Reference / Verification of Studies

Dear Registrar,

I am writing to formally request an academic reference letter or a verification of studies to support my application for [mention purpose, e.g., graduate school admission / a professional position / a visa application].

I was a student at [Name of University] from [Start Date] to [End Date]. I graduated with a [Degree Name, e.g., Bachelor of Arts in History] from the [Name of Faculty/Department].

I would appreciate it if the letter could confirm the following details:

- My dates of enrollment
- My degree(s) awarded and graduation date
- My final GPA or honors classification
- [Optional: Any other specific information required by the recipient]

Please send the completed document directly to the following address/email:

[Name of Recipient/Organization]
[Full Mailing Address or Email Address]

If there are any administrative fees associated with this request, please let me know the amount and the preferred method of payment. I have attached a copy of my [ID card/Passport/Diploma] for identification purposes.

Thank you for your time and assistance with this matter.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]